









# **CIVIL RULES AND ORDERS**

**FOR THE GUIDANCE OF THE  
CIVIL COURTS AND OFFICERS SUBORDINATE  
TO THE HIGH COURT AT CALCUTTA**

## **VOLUME I**

**ISSUED BY THE  
AUTHORITY OF THE HIGH COURT (APPELLATE SIDE)**

**Superintendent, Government Printing  
West Bengal Government Press, Alipore, West Bengal**



## PREFACE

The importance of recent legislative changes, the numbers of amendments in rules and procedure and above all the publication of the report of the Civil Justice Committee since the last edition of this work appeared in 1918, had long served to emphasise the need for a thorough revision of both volumes of the Court's Civil Rules and Orders. It was not however till the middle of 1932 that the services of a member of the Bengal Civil Service (Judicial) were placed at the disposal of the High Court, to work as a Special Officer under the Registrar of the Appellate Side for the purpose of this revision.

In June of that year Mr. S. C. Sarkar, then a Munsif with long experience of administering civil justice in the mofussil of Bengal, embarked on what turned out to be a task of far greater magnitude than could have been anticipated before it was attempted. Each of the existing rules of the Calcutta High Court, together with those of all the other High Courts and the recommendations of the Civil Justice Committee had to be examined in detail and the whole had to be brought into line with the Codes and Laws which it is the business of High Court rules to amplify and explain. The result has been a book which bears little resemblance in form or contents to its predecessor. The comprehensive and radical character of the revision work of nearly three years will be found largely in the introduction in Volume I of numerous rules tending to improve the administration and the rescission of obsolete ones, and in the addition, modification, simplification and deletion of certain forms in Volume II, undertaken with the same end in view.

Many of the defects which have been brought to light by inspection reports of recent years are sought to be removed by the changes which many of the rules have undergone. At the same time it was felt that there were certain aspects in the administration of civil justice which demanded something more expansive and less formal than what can be easily cast in the form of a rule. The result has been the almost simultaneous publication of a short manual called "The Civil Suit Instructions Manual," the contents of which should be read and applied side by side with the present Volume which has been given the shorter title of "Rules and Orders (Civil)". In both publications the experiment has been tried of continuous numbering in one consecutive serial from beginning to end, and it is hoped that in this way reference to their contents will be simplified. Reference to the number of the rule or sub-rule and (if necessary) the particular clause in question should be sufficient.

The Accountant-General, Bengal, has been consulted in regard to the modifications in the account rules and forms.

The General Index has been rewritten and made more exhaustive. This edition of the Civil Rules and Orders is issued in supersession of the rules issued in the year 1918 and subsequent thereto.

This edition has been prepared under the supervision of the Hon'ble Mr. Justice R. E. Jack.

As the officer entrusted with the work of revision, I place on record the very great assistance I have received during these 2½ years from Mr. Sarkar, to the extent of whose knowledge and application every page of these volumes bears evidence.

HIGH COURT :

March, 1935.

N. L. HINDLEY,

Registrar.

I gratefully acknowledge the invaluable help and advice so cheerfully and ungrudgingly given at all stages of the work by Mr. N. L. Hindley, M.A., I.C.S., whose tenure of office as Registrar of the High Court is associated with the introduction of many reforms in various branches of the administration of civil justice. The task of overhauling and rewriting the Civil Rules and Orders in the comprehensive manner indicated in the Preface would have been impossible of accomplishment without his encouragement, active help and co-operation. Every possible facility was offered to me and all the old files, reports, original papers, etc., etc., in the High Court were placed at my disposal.

It is known too well that there must necessarily be some imperfections in a book which covers so large a field. The work however represents a sincere attempt to improve the administration and procedure by production of a useful book.

S. C. SARKAR,  
*Special Officer.*

## PREFACE

The last edition of the Civil Rules and Orders, consisting of two volumes, was published in 1935. Since then, there had been numerous amendments, necessitated by changes in the procedural statutes as also by changes brought about by the Constitution of India. In consequence of such amendments and the large number of correction slips issued, the book had become extremely unwieldy and very inconvenient to handle. Moreover, the stock of the book was exhausted. For these reasons, it was found necessary to bring out a revised edition.

The occasion for bringing out a revised edition provided an opportunity for making a thorough re-examination of the rules. Accordingly, a re-examination was undertaken and several further amendments were suggested in course of the revision which were subsequently adopted by the Court. The present edition incorporates all amendments made to the rules since the last edition, whether made prior to or in course of the revision.

An acknowledgment is due to the former Assistant Registrar, Shri Tarapada Mukherjee, for his undertaking the work of revision of the rules in addition to his normal duties. An acknowledgment is also due to Shri Kanai Lal Mukherjee, Head Assistant, for his careful work in preparing the manuscript, re-writing the index and table of contents and examining the proofs of the final print.

On account of the existence of two systems of coinage, figures given in the rules and forms in terms of the old system have not been changed. They may, however, be converted into corresponding figures under the decimal coinage system with the help of the official conversion table.

K. C. SEN,  
*Registrar, Appellate Side.*

HIGH COURT, CALCUTTA :

*Dated the 15th June, 1958.*

## TABLE OF CONTENTS

### PART I.—Rules relating to the Civil Procedure Code

#### CHAPTER 1

##### Court-hours, Cause Lists, Pleadings, Petitions, etc.

	Page.
1. General .. .. .	1-4
2. Pleadings, Petitions, and Affidavits—	
A—Pleadings, Petitions, etc. .. .	4-6
B—Affidavits .. .	6-9

#### CHAPTER 2.

Presentation, Registration, etc., and Examination of plaints .. .	10-12
---	-------

#### CHAPTER 3

##### Service of Processes and work in the Nazarat

1. Processes and their Service—	
A—General .. .	13-14
B—Service and Execution of Processes .. .	14
C—Method and Proof of Service .. .	15-18
D—Additional Rules relating to the Service of Notices, etc., issued by the High Court .. .	18
E—Service on Persons in Civil and Military Employ .. .	19
F—Service of Processes in Kashmir and Manipur .. .	19
2. Arrangement and Distribution of Work in the Nazarat .. .	19-23

#### CHAPTER 4

Service of Processes in Places Outside India .. .	24-25
---	-------

#### CHAPTER 5

Production of Public Documents and Records .. .	26-28
---	-------

#### CHAPTER 6

##### Guardians ad Litem of Minor Defendants and Respondents.

A—In Original Suits .. .	29-30
B—In Appeals .. .	30-31

•

#### CHAPTER 7

Fixing of Dates and Adjournments .. .	32-33
---------------------------------------	-------

## Chapter 7.

## Fixing of Dates and Adjournments

PAGE.

45-50

## Chapter 8.

*Preparation for Trial, Framing of Issues and Recording of Evidence.*

1. Use of Rules relating to Discovery, Inspection, Admission, etc.	..	51-52
2. Issues .. .. .	..	52-53
3. Recording of Evidence .. .. .	..	53-54

## Chapter 9.

*Judgment, Decree and Costs.*

1. Judgment ..	55-57
2. Drawing up of Decrees	58-61
3. Costs ..	61-62

## Chapter 10.

*Execution of Decrees.*

1. General .. .. .	63-66
2. Payment and Satisfaction .. .. .	66-69
3. Attachment—	
A—Attachment of Immovable Property .. .. .	69-70
B—Attachment of Movable Property and Live-Stock .. .. .	70-72
4. Sale .. .. .	72-78
5. Arrest, Imprisonment and Release .. .. .	78-80
6. Resistance to Execution (Anticipated and Actual) .. .. .	80-81
7. Execution by another Court .. .. .	81-82
8. Execution by British Indian Courts of Decrees of Courts outside British India and <i>vice versa</i> .. .. .	82

## Chapter 11.

*Commissions.*

1. General .. .. .	83-85
2. Commissions to Examine Witnesses .. .. .	86-88
3. Commissions and Letters of Request from and to Foreign Countries—	
A—Taking of Evidence for Foreign Tribunals .. .. .	88
B—Taking of Evidence in Foreign Countries for British Indian Courts .. .. .	89-91
C—Particular Countries .. .. .	91-93
4. Commissions for Local Investigation .. .. .	94-98
5. Commissions for taking Accounts .. .. .	98-100

## Chapter 12.

Suits by or against Government or Public Officers

Page.

101

## Chapter 13.

*Incidental Proceedings.*

1. <i>Ex parte</i> Injunctions	103
2. Arrest or Attachment before judgment, Withdrawal of suits and Com- promise or Adjustment of Suits	103
3. Appointment of Receivers	104

## Chapter 14.

Appeals and Remand	105-109
Appendices I to VIII (List of Courts outside British India to which summonses and decrees of British Indian Court may be sent for execution and <i>vice versa</i> , etc.)	111-153

**PART II.—Rules relating to Acts other than the C. P. Code and the Court-Fees Act.**

## Chapter 15.

Landlord and Tenant Procedure Act, 1869 and Bengal Tenancy Act, 1885	155-161
Provincial Small Cause Court's Act, 1887	162
Bengal Wills and Intestacy Regulation, 1799	163
Administrator-General's Act, 1913	164
Guardian and Wards Act, 1890	164
Indian Succession Act, 1925—	
A—Uncontested Probate and other Proceedings	165
B—Government Regulations relating to Preservation and Inspection of Wills	165-167
C—High Court Rules relating to the custody and preservation, produc- tion and copy of Wills in general	167-169
D—Jurisdiction of Subordinate Judges and Munsifs	169-180
7. Provincial Insolvency Act, 1920	181-185
8. Indian Stamp Act, 1899	185
9. Indian Registration Act, 1908	186
10. Specific Relief Act, 1877	186
11. Indian Lunacy Act, 1912	186-189
12. Indian Companies Act, 1913	189
13. Indian Oath's Act, 1873	190
14. Land Registration Act, 1876	190
15. Bengal Alluvial Lands Act, 1920	190-192
16. Court of Wards Act, 1879	192
17. Workmen's Compensation Act, 1906 (6 Edw. 7, c. 58)	192
18. Calcutta Improvement Act, 1911	193
19. Indian Divorce Act, 1869—	
I.—High Court Order under section 17 and General Instructions	193
II.—Rules under section 17-A	193-194
20. Bengal Money-Lenders Act, 1933	194-195



**PART III.—Records.****Chapter 16****PAGE.**

<b>Classification of Records of Judicial Proceedings</b>	..	..	..	197-199
--	----	----	----	---------

**Chapter 17.***Arrangement and Preparation of Records during the Trial.*

1. The Division of the Record into Files	..	..	201-203
2. The Title Page	..	..	203-204
3. The Table of Contents	..	..	204
4. The Order sheet	..	..	204-205
5. The Record	..	..	206
6. Documents	..	..	206-210

**Chapter 18.**

<b>Inspection of Records not sent to the Record Room</b>	..	..	211
--	----	----	-----

**Chapter 19.**

<b>Transmission of Records to the District Record Room</b>	..	..	213-214
--	----	----	---------

**Chapter 20.***District Record Room.*

1. Record Room arrangement and general duties of the Record-Keeper and his staff	..	..	215-219
2. Receipts of records in the Record Room	..	..	219-220
3. Arrangement of records in the Record Room	..	..	220-222
4. Custody, Removal and Transmission of Records and of Documents contained therein.	..	..	222-227
5. Inspection of Records in the Record Room	..	..	227-228
6. The Destruction of Records	..	..	228-230

**Chapter 21.**

<b>Records of Courts of Small Causes</b>	231-233
--	---------

**Chapter 22.**

<b>Classification, Preservation and Destruction of Correspondence in District Judge's English Office</b>	..	..	235-239
--	----	----	---------

**PART IV.—Information, Copies and Copying Department.****Chapter 23.**

<b>Information</b>	241-243
--------------------	---------

**Chapter 24.***Copies.*

	<b>PAGE.</b>
1. Presentation of application—Who may obtain copies	245-246
2. Searching fees and charges for copies ..	247-254
3. Preparation and Issue of Copies .. ..	254-262

**Chapter 25.**

Copying Department and Copyists and Typists ..	263-266
--	---------

**PART V.—Fees and Costs including Rules and Orders under the Court-Fees and Stamp Acts.**

**Chapter 26.**

*Rules under the Court-Fees Act relating to Fees chargeable for serving and executing processes, Remissions, Cancellation of Stamps, etc., etc.*

1. Process-fees .. .. .	• 267-273
2. Reductions and Remissions of Court-Fees .. ..	273-276
3. Use of Adhesive and Impressed Stamps .. ..	276-277
4. Cancellation of Court-fee Stamps .. ..	277-279
5. Inspection of Records by Registration Officers .. ..	279-280

**Chapter 27.***Miscellaneous Costs and Charges.*

1. Postage .. .. .	281
2. Witnesses' Expenses .. ..	282-284
3. Charges for Affidavits .. ..	284-285
4. Expenses of Commissions .. ..	285-288
5. Expenses of guardian <i>ad litem</i> .. ..	288-289

**Chapter 28.***Legal Practitioners' Fees.*

Rules regarding the fees payable to Legal Practitioners	291-294
---	---------

**PART VI.—Account Rules.****Chapter 29.**

General .. .. .	295-301
-----------------	---------

**Chapter 30.***Receipt and Payment of Money.*

1. Receipt of Money	303-309
2. Payment of money	309-316

## **Chapter 31.**

### *Account-keeping, Remittance and Deposit Registers.*

	<b>PAGE.</b>
1. Account-keeping .. .. .	317-318
2. Remittance .. .. .	318-321
3. Deposit Registers .. .. .	321-323

## **Chapter 32.**

### *Control over courts, Returns and Lapsed Deposits.*

1. Control over Subordinate Courts .. .. .	325-329
2. District Monthly Returns of Deposits .. .. .	329-331
3. Annual Clearance Register of Deposits .. .. .	331-332
4. Lapse of Deposits .. .. .	332-334

## **Chapter 33.**

### *Supplementary and Miscellaneous Rules.*

1. Supplementary Rules under head (A) of rule 745 .. .. .	335-337
2. Miscellaneous Rules .. .. .	337-338
Appendix I—List of Registers .. .. .	339
Appendix II—Judge's Daily Examination of Accounts .. .. .	339
Appendix III—List of Returns .. .. .	340-341

## **PART VII.—Rules relating to Registers, Periodical Returns, Statements and Annual Reports.**

## **Chapter 34.**

### *Registers.*

1. General .. .. .	343
2. Primary Registers .. .. .	344-345
3. Subsidiary Registers .. .. .	345-346
4. Statistical Registers .. .. .	346

## **Chapter 35.**

### *Periodical Returns and Statements.*

1. Forms .. .. .	347
2. Classification of Cases .. .. .	347-351
3. Compilation of Statements and Returns .. .. .	351-353
4. Submission of Periodical Returns and their Dates .. .. .	353-357

## **Chapter 36.**

### *Annual and Confidential Reports.*

1. Annual Reports .. .. .	359-361
2. Confidential Reports .. .. .	362-364
3. Numerical Outturn and Quality of Work .. .. .	364
Appendix—Form of Confidential Reports .. .. .	365

## PART VIII.—Legal Practitioners.

### Chapter 37.

#### *The qualification, Admission and Certificates of Pleaders and Mukhtars in Courts Subordinate to the High Court.*

	Page.
1. Qualification of Pleaders .. .. .	367-370
2. (A) Qualification of Mukhtars .. .. .	370-371
(B) Examination .. .. .	371-372
(C) Fees for Examination .. .. .	372-373
3. Admission to practice of legal practitioners .. .. .	373-374
4. Certificates and their Renewal .. .. .	374-375
5. Penalties .. .. .	376-377

### Chapter 38.

Annual Renewal of Legal Practitioners' Certificates and Returns of the same	379
---	-----

### Chapter 39.

Rules regarding the Functions, etc., of Mukhtars .. .. .	381-384
--	---------

### Chapter 40.

Rules regarding Vakalatnamas and Mukhtarnamas .. .. .	385-387
---	---------

### Chapter 41.

Dress .. .. .	389
---------------	-----

### Chapter 42.

Pleaders' and Mukhtars' Registered Clerks .. .. .	391-393
---	---------

Appendix—Government regulations for the conduct of Mukhtarship Examinations .. .. .	394-395
--	---------

## PART IX.—Establishment, Libraries, Office Rules, Administrative Work, etc., etc., and Annual Inspections.

### Chapter 43.

#### *Establishment.*

1. Process-serving peons .. .. .	397-402
2. Ministerial Officers .. .. .	402-404
3. Rules for the appointment of ministerial officers in the subordinate civil courts .. .. .	404-407

### Chapter 44.

Libraries .. .. .	409-411
-------------------	---------

### Chapter 45.

Forms and Stationery .. .. .	413-414
------------------------------	---------

**Chapter 46.**

*Office Rules and Administrative Work.*

• **PAGE.**

1. Office and Routine .. .. .	415-417
2. Correspondence .. .. .	417-419
3. Administrative Work, Office management and Supervision .. .. .	419-422

**Chapter 47.**

*Miscellaneous Instructions.*

1. General .. .. .	423-428
2. Construction and Repair of Buildings for Judicial Officers .. .. .	428
3. Dress of Judicial Officers .. .. .	428-429
4. Temporary additions to the judicial staff and Transfer of Cases .. .. .	429-431
5. Casual Leave .. .. .	431-432
6. Leave under the Fundamental Rules and Civil Service Regulations .. .. .	433
7. Medical Leave .. .. .	433-434

**Chapter 48.**

Annual Inspections .. .. .	435-439
Appendix I—Form of Inspection .. .. .	441-456
Appendix II—Form of Inspection of the Record Room .. .. .	457-459
Alphabetical Index .. .. .	461-551

# COMPARATIVE TABLE OF THE RULES OF THE OLD AND NEW EDITIONS.

Rules of the 1935 Edition.

Rules of the 1918 Edition.

## PART I.

.. r. 1, Ch. I modified and redrafted.

2	(New).		
3	(New).		
4	(New).		
5	(New)	..	<i>cf.</i> second sentence of r. 2, Ch. I.
6	(New).		
7	(New).		
8		..	Ch. I, r. 2.
	Proviso (New).		
9		..	r. 23A, Ch. XIV.
10		..	r. 3, Ch. I modified.
..	Expln. and Note (New)		
11	(New).		
12		..	r. 9, Ch. I enlarged and rearranged.
..	Notes (New)		
13	(New).		
14	(New)	..	<i>cf.</i> r. 49, Ch. I.
15	(New).		
16		..	Ch. I, r. 10 modified redrafted.
17	(New).		
18	(New).		
19		..	Ch. I, r. 152.
20(1)		..	r. 6, Ch. I enlarged and redrafted.
20 (2) to (5)	(New).		
21	(New).		
22	(New).		
23	(New).		
24	(New).		
25	(New).		
26	(New).		
27	(New).		
28	(New)	..	<i>cf.</i> r. 55-59, Ch. I.
29	(New).		
30	(New).		
31			r. 4, Ch. I.
32	(New).		
33		..	r. 60, Ch. I redrafted.
34		..	rr. 61, 62, 63, Ch. I.
35		..	r. 64, Ch. I redrafted.
36		..	r. 65, Ch. I modified and redrafted.
37	(New).		
38		..	r. 66, Ch. I.
39	(New).		

## Rules of the 1935 Edition.

40(1)  
 40(2) New.  
 41 (New).  
 42  
 43 (New).  
 44  
 45 (New).  
 46  
 47 (New).  
 48  
 49  
 50  
 51 (New).  
 52  
 53 (New).  
 54 (New).  
 55 (New).  
 56(1)  
 56(2) and Notes (New).  
 57 (New)  
 58 (New).  
 59 (New).  
 60(1)  
 „ (2) (New).  
 61  
 62 (New).  
 63 (New).  
 64  
 65  
 66  
 67  
 68 (New).  
 69 (New).  
 70 (New).  
 71 (New).  
 72 (New).  
 73 (New).  
 74 ..  
 75 ..  
 76 ..  
 „ Note 2 (New).  
 77 (New).  
 78 (New).  
 79° (New)  
 80 ..  
 81 ..  
 82 ..  
 83 ..  
 „ Note (New).

## Rules of the 1918 Edition.

r. 67, Ch. I slightly modified.  
  
 r. 68, Ch. I redrafted.  
  
 r. 69 Ch. I modified and redrafted.  
  
 r. 70, Ch. I.  
  
 r. 71, Ch. I redrafted.  
 r. 73, Ch. I.  
 r. 74, Ch. I redrafted.  
  
 r. 7, Ch. I.  
  
 r. 8, Ch. I enlarged and redrafted.  
  
 cf. r. 4, Ch. II.  
  
 r. 143-A, Ch. I.  
  
 r. 12, Ch. I.  
  
 r. 13(a), Ch. I redrafted.  
 r. 13(b), Ch. I redrafted.  
 cf. r. 38, Ch. I.  
 r. 11, Ch. I redrafted.  
  
 r. 41, Ch. I.  
 r. 40, Ch. I.  
 r. 14, Ch. I.  
  
 cf. r. 24 Ch. I.  
 r. 18, Ch. I modified.  
 r. 17, Ch. I redrafted.  
 r. 20, Ch. I.  
 r. 19, Ch. I.

Rules of the 1935 Edition.

Rules of the 1918 Edition.

- 84 (New). •
- 85 ..
- 86 • ..
- 87 .
- 88 ..
- 89 .
- 90 (New).
- 91 (New).
- 92 (New).

- r. 16, Ch. I modified.
- r. 21, Ch. I.
- r. 22, Ch. I.
- r. 23, Ch. I.
- r. 25 modified and redrafted.

N.B.—Instructions

(New).

- 93
- 94
- „ Note (New).
- 95 ..
- 96 ..
- 97 ..
- 98 ..
- 99 ..
- „ Note 4
- 100(1)
- „ (2) (New).
- „ Notes (New).
- 101 ..
- „ Note 1 (New).
- „ Note 2 (New).
- „ Note 3
- 102 (New).
- 103 (New).
- 104 (New).
- 105 (New).
- 106 (New).
- 107 (New).
- 108 (New).
- 109 (New).
- 110 (New).
- 111 (New).
- 112 (New).
- 113 (New).
- 114 (New).
- 115 (New).
- 116 ..
- 117 (New).
- 118 (New).
- 119 (New).
- 120 (New).

- r. 26, Ch. I redrafted.
- r. 29, Ch. I enlarged and redrafted.
- cf. r. 30 Ch. I.
- r. 31, Ch. I.
- r. 32 redrafted.
- r. 33, redrafted and modified.
- r. 39, Ch. I redrafted.
- Note to r. 141, Ch. I.
- r. 34, Ch. I redrafted.
- r. 35, Ch. I (1st sentence).
- Note to r. 34, Ch. I.
- r. 36, Ch. I modified and redrafted.



## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

121	(New).	
122	(New).	
123	(New).	
124	(New).	
125	(New).	
126	(New).	
127	(New).	
128	(New).	
129	(New).	
130	(New).	
131	(New).	
„	Note	Note to r. 23, Ch. III.
132	(New).	
133	..	Note to r. 27, Ch. III modified.
134	..	r. 90, Ch. III.
135	..	r. 91, Ch. III.
136	..	r. 92, Ch. III.
137	(New).	
138	..	r. 37, Ch. I.
139	..	r. 43-A, Ch. II.
140	(New).	
141	..	r. 46, Ch. I modified.
142	(New).	
143	..	r. 48, Ch. I modified and redrafted.
„	Note	Note 1 to r. 48.
144(1)	(New).	
„	Note 1 (New)	
„	Note 2	Note 2 to r. 48.
„	Note 3 (New).	
144 (2)	(New).	
144 (3)	(New).	
145	(New).	
146	(New).	
147	(New).	
148	(New).	
149	(New) ..	.. cf. r. 48, Ch. I.
150	(New) ..	.. cf. r. 3, Ch. VI.
151	..	.. r. 50, Ch. I.
„	Note 1 (New).	
152	..	.. r. 51, Ch. I redrafted.
„	Note 1. (New).	
„	Note 2. (New).	
153	(New).	
154	(New).	
155	(New).	
156		.. r. 52, Ch. I redrafted.
157	..	.. r. 53, Ch. I redrafted.

Rules of the 1935 Edition.

Rules of the 1918 Edition.

- 159 Note 1. (New).  
 160 (New).  
 161 (New).  
 162 (New).  
 163 ..  
 164 (New).  
 165 (New).  
 166 ..  
 167 (New).  
 168 (New).  
 169 (New).  
 170 (New).  
 171 ..  
 172 (New).  
 173 ..  
 .. Note (New).  
 174 (New).  
 175 (New).  
 176 ..  
 177 (New).  
 178(1) ..  
 .. (2) (New) ..  
 .. (3) (New).  
 Note 1  
 Note 2  
 Note 3  
 Note 4 (New).  
 Note 5 (New).  
 Note 6 (New).  
 179 (New).  
 180 (New) ..  
 .. Note (New).  
 181 (New).  
 182 (New).  
 183 ..  
 184 (New).  
 185 (New).  
 186 (New).  
 187 ..  
 188 (New).  
 189 (New).  
 190 (New).  
 191 (New).  
 192 (New).  
 193 (New).

r. 54, Ch. I modified and redrafted.

r. 75, Ch. I redrafted.

r. 52A, Ch. X.

r. 84-A, Ch. I.

r. 77, Ch. I redrafted.

r. 83(a) (b), Ch. I redrafted.

r. 78, 1st part redrafted.

r. 78, latter portion.

cf. r. 79, Ch. I.

r. 151, Ch. I.

cf. r. 84, 2nd paragraph.

r. 83(c) redrafted.

r. 84(2), (3), (4), (5) redrafted.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

194	(New).	
195	(New).	
196	(New).	
197	..	r. 90A, Ch. I modified and redrafted.
198	..	r. 90B, Ch. I redrafted.
199	(New).	
200	(New).	
201	(New).	
202	..	r. 95-A, Ch. I enlarged and redrafted.
203	(New).	
204	..	r. 93-A, Ch. I.
205	(New).	
206	(New).	
207	(New).	
208	(New).	
209	(New).	
210	(New).	
211	(New).	
212	(New).	
213	(New).	
214	..	rr. 96, 97, Ch. I redrafted.
215	..	r. 98, Ch. I redrafted.
216	..	r. 92, Ch. I.
217	..	r. 94, Ch. I.
218	..	r. 95, Ch. I.
219	(New).	
220	(New).	
221	(New).	
222	..	cf. r. 93(14).
223		r. 93, Ch. I redrafted.
224	..	r. 93,(3), Ch. I.
225	(New).	
226	(New).	
227	(New).	
228	(New).	
229	..	r. 145, Ch. I.
230	..	r. 100, Ch. I.
231	..	r. 100(c), Ch. I redrafted and modified.
232	..	r. 101, modified and redrafted
„	Note (New).	
233	..	r. 102, Ch. I.
234	..	r. 103, Ch. I.
„	Note (New).	
235	(New).	
236	..	r. 104, Ch. I.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

237	..	..	..	r. 105, Ch. I.
..	Note 1 (New).			
..	Note 2 (New).			
..	Note 3 (New).			
238	(New).			
239	(New).			
240	(New).			
241	..	..	..	r. 106, Ch. I.
242	(New).			
243	(New).			
244	..	..	..	r. 4, Ch. V (last three lines).
245 (1)	..	..	..	r. 5, Ch. V modified.
.. (2)	..	..	..	r. 6, Ch. V.
246	(New).			
247	..	..	..	r. 107, Ch. I.
248	..	..	..	r. 108, Ch. I.
249	..	..	..	r. 110, Ch. I.
250	..	..	..	r. 111, Ch. I modified.
251	..	..	..	r. 112, Ch. I.
252	..	..	..	r. 114, Ch. I.
253	..	..	..	r. 115, Ch. I.
254	..	..	..	r. 116, Ch. I.
255	(New)	..	..	cf. r. 117, Ch. I.
256	(New).			
257	(New).			
258	..	..	..	r. 118-A, Ch. I.
259	..	..	..	r. 118, Ch. I.
260	..	..	..	r. 120, Ch. I.
..	Note 2 (New).			
261	(New).			
262	(New).			
263 (1)	..	..	..	r. 85, Ch. I redrafted.
.. (2) (New).				
.. (3) (New).				
264	..	..	..	r. 86, Ch. I.
265	(New).			
266	(New).			
267	(New).			
268	..	..	..	r. 87, Ch. I.
269	(New)	..	..	cf. r. 88, Ch. I.
270	(New).			
271	(New).			
272	..	..	..	r. 131, Ch. I, Note 2.
273	(New).			
274	(New).			
275	..	..	..	r. 131, Note 1.
276	(New).			

Rules of the 1925 Edition.

Rules of the 1918 Edition.

277	(New).	
278	(New).	
279	..	r. 131-A, Ch. I.
280	..	cf. Note 3 to r. 131.
281	(New).	
282	(New).	
283	(New).	
284	(New).	
285	(New).	
286	..	r. 121, Ch. I.
287	..	r. 121, Ch. I.
288	..	r. 122, Ch. I.
289	..	r. 122-A, Ch. I.
290	..	r. 122-B, Ch. I.
291	..	r. 123, Ch. I.
292	..	r. 124, Ch. I modified.
293	• ..	r. 124, Ch. I.
294	..	r. 129, Ch. I.
„	Notes (New <sup>1</sup> ).	
295	..	r. 129 B modified and redrafted.
296	• ..	r. 129-A, Ch. I.
297	(New).	
298	(New).	
299	(New).	
300	(New).	
301	(New).	
302	(New).	
303	(New).	
304	(New).	
305	(New).	
306	(New).	
307	(New).	
308	(New).	
309	(New).	
310	(New).	
311	..	r. 126, Ch. I.
312	..	r. 130, Ch. I redrafted.
313	..	r. 132, Ch. I.
314 (1)	..	r. 131, Ch. I.
„	(2) (New).	
„	Note 1 (New)	
„	Note 2 ..	„ r. 131, Ch. I, Note I
„	Note 3 (New)	
315	..	cf. r. 134, Ch. I.
„	Note 1 ..	.. Note (b), r. 134, Ch. I.
„	Note 2	.. r. 138, Ch. I.
„	Note 3 ..	.. Note (c), r. 134, Ch. I.

Rules of the 1935 Edition.

Rules of the 1938 Edition.

318	(New).			
317	(New).			
316	(New).			
315	(New).			
320	(New).			
321	(New)	..	..	cf. r. 137, Ch. I.
322	(New).			
323	(New).			
324	(New).			
325	(New).			
326	(New).			
327	(New).			
328	(New)	..	..	cf. rule 134A.
329		..	..	r. 140, Ch. I.
330		..	..	r. 142, Ch. I.
331		..	..	r. 143, Ch. I.
332	(New).			
333	(New).			
334		..	..	r. 144, Ch. I.
335		..	..	r. 145, Ch. I.
336		..	..	r. 146, Ch. I.
337		..	..	r. 147, Ch. I.
338	(New).			
339		..	..	r. 150A redrafted.
340		..	..	r. 150, Ch. I.
341		..	..	r. 149, Ch. I.
342	(New).			
343	(New).			
344	(New).			
345	(New).			
346	(New).			
347	(New).			
348	(New).			
349	(New).			
350	(New).			
351	(New).			
352	(New).			
353	(New).			
354	(New).			
355	(New).			
356	(New).			
357	(New).			
358	(New).			
359	(New).			
360	(New).			
361	(New).			
Appendix I (New).				
Appendix II (New).				

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

Appendix III (New).

Appendix IV (New).

Appendix V (New).

Appendix VI (New).

Appendix VII (New).

## PART II.

362	..	..	..	r. 3, Ch. II.
363	..	..	..	rr. 5, 6, Ch. II.
364	..	..	..	r. 7, Ch. II.
365	..	..	..	r. 8, Ch. II.
366	(New).			
367	(New).			
368	(New).			
369	(New).			
370	(New).			
371	• ..	..	..	r. 16, Ch. II.
372	(New).			
373	(1) ..	..	..	r. 22 (a), Ch. II.
	„ (2) (New).			
374	(New).			
375	..	..	..	r. 25, Ch. II.
376	..	..	..	r. 26, Ch. II.
377	..	..	..	r. 27, Ch. II.
378	..	..	..	r. 28, Ch. II.
379	..	..	..	r. 29, Ch. II.
380	..	..	..	r. 30, Ch. II.
381	..	..	..	r. 31, Ch. II.
382	..	..	..	r. 32, Ch. II.
383	..	..	..	r. 33, Ch. II.
384	..	..	..	r. 34, Ch. II.
385	..	..	..	r. 35, Ch. II.
386	..	..	..	r. 36, Ch. II.
387	..	..	..	r. 37, Ch. II.
388	..	..	..	r. 38, Ch. II.
389	..	..	..	rr. 17-21, Ch. II.
390	..	..	..	r. 23, Ch. II.
391	..	..	..	r. 24, Ch. II.
392	..	..	..	r. 39, Ch. II.
393	(New).			
394	(New).			
395	..	..	..	r. 40, Ch. II.
396	• ..	..	..	r. 1, Ch. II.
397	..	..	..	r. 48, Ch. II.
398	..	..	..	r. 42, Ch. II.
399	..	..	..	r. 43, Ch. II.
	..	..	..	r. 43, Ch. II.
	..	..	..	r. 41, Ch. II.

Rules of the 1935 Edition.

Rules of the 1918 Edition.

402 . . .  
 403 . . .  
 404 . . .  
 405 . . .  
 406 (New) . . .  
 407 (New).  
 408 . . .  
 409 .  
 410 .  
 411 (New).  
 412 (New).  
 413 (1) .  
 413 (2) .  
 414 .  
 415 .  
 „ Note .  
 416 (New).  
 417 .  
 418 .  
 419 .  
 420 .  
 421 (New).  
 422 .  
 423 .  
 424 (New).  
 425 .  
 426 .  
 427 .  
 428 .  
 429 .  
 430 .  
 431 .  
 432 .  
 433 .  
 434 .  
 435 (New).  
 436 (New).  
 437 (New).  
 438 (New).

r. 1, Ch. VIII redrafted.  
 r. 2, Ch. VIII.  
 r. 3, Ch. VIII.  
 r. 4, Ch. VIII.  
 cf. r. 6, Ch. VIII.  
  
 r. 8 (i), (ii), Ch. VIII.  
 r. 12, Ch. VIII.  
 r. 13, Ch. VIII.  
  
 r. 7, Ch. VIII.  
 r. 8 (iii), Ch. VIII.  
 r. 9, Ch. VIII.  
 r. 10, Ch. VIII modified.  
 r. 11, Ch. VIII.  
  
 r. 50, Ch. II.  
 r. 44, Ch. II.  
 r. 45, Ch. II.  
 r. 46, Ch. II.  
  
 r. 47, Ch. II.  
 r. 51, Ch. II.  
  
 r. 53, Ch. II.  
 r. 53, Ch. II.  
 r. 54, Ch. II.  
 rr. 9, 10, Ch. II.  
 rr. 11, 12, Ch. II.  
 r. 13, Ch. II.  
 r. 55, Ch. II.  
 r. 14, Ch. II.  
 r. 49, Ch. II.  
 r. 52, Ch. II.

PART III.

439 .  
 440 .  
 441 .  
 442 .  
 443 .  
 444 .  
 445 (New).

r. 1, Ch. III.  
 r. 2, Ch. III (modified).  
 r. 3, Ch. III (modified).  
 r. 4, Ch. III (modified).  
 r. 5, Ch. III (modified).  
 r. 6, Ch. III.



## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

446	..	r. 31, Ch. II.
447	..	r. 32, Ch. III.
448	..	r. 33, Ch. III.
449	..	r. 34, Ch. III (modified).
450	..	r. 35, Ch. III (modified).
451	..	r. 36, Ch. III (modified).
452	..	r. 37, Ch. III (modified).
453	..	r. 38, Ch. III (modified).
454	..	r. 39, Ch. III (modified).
455	..	cf. r. 40, Ch. III.
456	..	rr. 7, 8, Ch. III.
457	..	r. 9, Ch. III (modified).
458	..	r. 10, Ch. III.
459	..	r. 11, Ch. III (modified).
460	..	r. 12, Ch. III.
461	..	r. 13, Ch. III.
462	• ..	r. 14, Ch. III.
463	(New).	
464	(New).	
„	Note 1.	cf. r. 15(b), Ch. III.
465	..	r. 16, Ch. III.
466 (1)	..	r. 17, Ch. III.
466 (2)	..	r. 18, Ch. III.
467	..	r. 19, Ch. III (modified).
468	..	r. 20, Ch. III.
469	..	r. 21, Ch. III (modified).
470	(New).	
471	(New).	
472 (1)	..	r. 22, Ch. III.
„	Note 1 (New)	
„	Note 2 (New)	
„	Note 3 (New)	
472 (2)	(New).	
473	(New).	
474	..	cf. r. 23, Ch. III.
475	..	cf. r. 24, Ch. III.
476	..	r. 25, Ch. III (modified).
477(1)	..	r. 25(b), Ch. III.
477(2) (a)	..	r. 25(c), Ch. III.
477(2) (b)	(New).	
478 •	(New).	
479	..	r. 26, Ch. III (modified).
480	(New).	
481	..	r. 27, Ch. III.
482(1)	..	r. 23, Ch. III.

## Rules of the 1935 Edition.

## Rules of the 1916 Edition.

482	..	..	r. 28, Ch. III.
..	Note 1 (New).		
..	Note 2 (New).		
..	Note 3 (New).		
483	(New).		
484	(New).		
485	(New).		
486	..	..	r. 29, Ch. III modified.
487	..	..	r. 30, Ch. III.
488	(New).		
489	(New).		
490	(New).		
491	..	..	rr. 41, 42 Ch. III modified and redrafted.
492	..	..	r. 43, Ch. III.
493	(New).		
494	(New).		
495	..	..	r. 44, Ch. III redrafted and modified.
496	(New).		
497	..	..	r. 45, Ch. III.
498	..	..	r. 46, Ch. III.
499	..	..	r. 64 Note, Ch. III.
500	..	..	r. 47, Ch. III (redrafted).
501	..	..	r. 48, Ch. III.
502	..	..	r. 50, Ch. III.
..	Note (New).		
503	..	..	r. 51, Ch. III redrafted.
504	..	..	r. 52, Ch. III.
505	..	..	r. 53, Ch. III.
506	..	..	r. 54, Ch. III.
507	..	..	r. 55, Ch. III.
508	..	..	r. 56, Ch. III.
509	..	..	r. 57, Ch. III.
510	..	..	r. 58, Ch. III.
511	..	..	r. 59, Ch. III.
512	..	..	r. 60, Ch. III.
513	..	..	r. 61, Ch. III.
514	..	..	r. 62, Ch. III.
515	..	..	r. 63, Ch. III.
516	..	..	Appendix to Ch. III.
517	..	..	r. 64, Ch. III.
518	..	..	r. 65, Ch. III (redrafted).
519	..	..	cf. r. 65, Note 3.
520	..	..	r. 66, 67 modified.
..	Note 3 (New).		
521	..	..	r. 77, Ch. III (modified).
522	(New)	..	cf. r. 77, Ch. III.
523	(New)	..	cf. r. 77, Ch. III.
524	..	..	r. 79, Ch. III.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

525 }		<i>cf. rr. 78, 80, 81, Ch. III.</i>
526 }		
527	..	r. 84, Ch. III.
528	..	r. 86, Ch. III.
529	..	r. 87, Ch. III.
530	..	r. 88, Ch. III.
531	..	r. 89, Ch. III.
532(1)	..	r. 93, Ch. III (modified).
532(2)	(New).	
„	Note 6 (New).	
„	Note 7 (New).	
„	Note 8 (New).	
„	Note 9 (New).	
„	Note 10 (New).	
533	..	r. 94, Ch. III.
534	(New) ..	<i>cf. r. 95, Ch. III.</i>
535		r. 96, Ch. III.
536	..	r. 98, Ch. III.
537	..	r. 99, Ch. III.
538	..	r. 101, Ch. III.
539	(New).	
540	..	r. 102, Ch. III redrafted.
541	..	r. 103, Ch. III.
542	..	r. 104, Ch. III.
543	..	r. 105, Ch. III.
544	..	r. 106, Ch. III.
545	..	r. 107, Ch. III.
546	(New).	
547	..	r. 1, Ch. IV.
548	..	r. 2, Ch. IV (modified).
549	(New).	
550	..	r. 4, Ch. IV (modified).
551	..	r. 4, Ch. IV Note.
552	..	r. 68, Ch. III modified and redrafted.
553	..	rr. 69, 71, 72 redrafted.
554	..	r. 70, Ch. III.
555	(New).	
556	..	r. 74-A, Ch. III.
557	..	<i>cf. rr. 73, 74, Ch. III.</i>
558	(New).	
559	(New).	
560	(New).	
561	..	r. 75, Ch. III modified.
562	..	r. 76, Ch. III.
563	..	r. 108, Ch. III (modified).
564	..	r. 109, Ch. III (modified).

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

568  
569  
570  
571 (New)  
572 (New).  
573 (New).  
574 (New).  
575 (New).  
576 (New).  
577 (New).  
578 (New).  
579 (New).  
580  
581  
582  
583  
584  
585  
586 (New).  
587 (New).  
588 (New).  
589 (New).  
590 (New).

cf. foot-note 2, p. 181, Ch. IV.  
r. 110, Ch. III redrafted.  
r. 110, Ch. III.  
cf. r. 111, Ch. III.

r. 112, Ch. III.  
r. 113, Ch. III modified.  
r. 115, Ch. III.  
r. 116, Ch. III.  
r. 117, Ch. III.  
r. 118, Ch. III.

## PART IV.

591  
592  
593  
594 (New).  
595 (New).  
596 (New).  
597 (New).  
598 (New).  
599  
600  
601  
602  
603  
604  
605  
606 (New).  
607 (New).  
608  
609 (New).  
610 (New).

.. r. 5, Ch. IV modified.  
.. cf. r. 8, Ch. IV.  
.. r. 6, Ch. IV modified and redrafted.

r. 21, Ch. IV redrafted.  
r. 17, Ch. IV.  
r. 18, Ch. IV.  
r. 19, Ch. IV.  
r. 20, Ch. IV.  
r. 54, Ch. IV.  
r. 55, Ch. IV.

r. 8, Ch. IV, Note 2.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

611		rr. 8, 9, 10, 11, Ch. IV modified and tabulated.
612	(New).	
613	(New).	
614	..	r. 14, Ch. IV modified.
615	..	r. 12, Ch. IV modified.
616	(New).	
617	..	r. 15, Ch. IV.
618	..	r. 16, Ch. IV.
619	..	r. 16-A, Ch. IV.
620	..	r. 23, Ch. IV.
621	..	r. 25, Ch. IV modified.
622	..	r. 27, Ch. IV modified and redrafted.
623	..	r. 28, Ch. IV.
624	..	r. 24, Ch. IV modified
625	..	cf. r. 27, Ch. IV.
626	(New).	
627	(New)	cf. r. 30, Ch. IV.
628	..	r. 31, Ch. IV.
629	..	r. 32, Ch. IV (modified).
630	.	r. 33, Ch. IV (modified).
631	(New).	
632	(New).	
633	(New).	
634	.	r. 34, Ch. IV.
635	(New).	
636	.	r. 39, Ch. IV modified.
637	.	r. 40, Ch. IV.
638	.	r. 41, 1st sentence.
639	(New).	
640	.	r. 41, Ch. IV.
641	.	r. 42, Ch. IV.
642	.	cf. r. 43, Ch. IV.
643	.	r. 43, Ch. IV modified.
644	.	r. 44, Ch. IV.
645	(New).	
646	(New).	
647	(New)	.. cf. r. 45, Ch. IV.
648		.. r. 46, Ch. IV modified and redrafted.
649	(New).	
650		.. r. 47, Ch. IV.
651	(New).	
652		.. r. 47-A, Ch. IV.
653		.. rr. 48, 52, Ch. IV modified.
654		.. r. 52-A, Ch. IV.
655		.. r. 36, Ch. IV.
656	(New).	
657	(New).	
658		.. r. 49, Ch. IV modified.

Rules of the 1935 Edition.

Rules of the 1918 Edition.

659 ..	r. 51, Ch. I modified.
660 ..	r. 50, Ch. IV.
661 (New).	
662 ..	r. 6, Ch. XII.
663 (New).	
664 ..	r. 2, Ch. XII.
665 (1) (New).	
.. (2) ..	r. 3, Ch. XII.
.. (3) (New).	
666 ..	r. 4, Ch. XII.
667 ..	r. 5, Ch. XII modified.
668 (New).	
669 ..	r. 34, Ch. IV modified.
670 ..	r. 35, Ch. IV.
671 ..	r. 53, Ch. IV modified.
672 (New).	
673 (New).	
674 (New).	
675 (New) ..	cf. r. 45, Ch. IV.
676 (New).	
677 ..	r. 7, Ch. XII.
.. Note 1 (New).	
.. Note 3 (New).	
.. Note 4 (New).	
678 — ..	.. r. 8, Ch. XII.
679 ..	.. r. 9, Ch. XII modified.

PART V.

680 (1)	.. r. 1, Ch. V. Part I.
.. (2)	.. r. 1, Parts II, III, IV, Ch. V tabulated and modified.
Notes 1, 2	.. Modified.
Note 3 (New).	
681 (New).	
682 ..	r. 2, Ch. V modified and redrafted.
683 (New).	
684 (New).	
685	r. 7, Ch. V modified and redrafted.
686	r. 8, Ch. V.
687	r. 9, Ch. V.
688	r. 10, Ch. V revised.
689	r. 1, Ch. VII.
690	r. 2, Ch. VII modified.
Note 1.	r. 3 (b), Ch. VII.
Note 2 (New).	
Note 3 (New).	
691	.. r. 3(a), Ch. VII.
.. Note 2 (New).	

Rules of the 1935 Edition.

Rules of the 1929 Edition.

692 ..  
 693 ..  
 694 ..  
 695 ..  
 696 ..  
 697 ..  
 698 (New).  
 699 ..  
 700 (New).  
 701 ..  
 702 ..  
 703 ..  
 704 ..  
 705 (1) ..  
 „ (2) (New).  
 „ Note 1 (New).  
 706 ..  
 707 ..  
 708 ..  
 709 ..  
 710 ..  
 711 ..  
 712 ..  
 713 ..  
 714 ..  
 715 ..  
 716 ..  
 717 ..  
 718 (New).  
 719 (New) ..  
 720 ..  
 721 ..  
 722 ..  
 723 ..  
 724 ..  
 725 ..  
 726 ..  
 727 ..  
 728 (New).  
 729 ..  
 730 ..  
 731 ..  
 732 ..  
 733 ..  
 734(1) ..  
 734(2) ..  
 734(3) ..

r. 4, Ch. VII redrafted.  
 r. 5, Ch. VII redrafted.  
 r. 6, Ch. VII.  
 r. 7, Ch. VII.  
 r. 8, Ch. VII.  
 r. 1, Ch. VI.  
 r. 2, Ch. VI.  
 r. 4 Ch. VI.  
 r. 5, Ch. VI.  
 r. 6, Ch. VI modified and redrafted.  
 r. 7, Ch. VI.  
 rr. 8, 14, 17, Ch. VI modified and redrafted.  
 r. 18, Ch. VI modified.  
 r. 9, Ch. VI.  
 r. 10, Ch. VI redrafted.  
 r. 8, Ch. VI (last part).  
 r. 11, Ch. VI redrafted.  
 r. 13, Ch. VI.  
 r. 15, Ch. VI.  
 r. 16, Ch. VI.  
 r. 12, Ch. VI.  
 r. 25(a), Ch. VI modified.  
 r. 37, Ch. VI.  
 r. 19, Ch. VI.  
 cf. r. 27, Ch. VI.  
 r. 20, Ch. VI.  
 r. 21, Ch. VI.  
 r. 22, Ch. VI.  
 r. 23, Ch. VI.  
 r. 23-A, Ch. VI.  
 r. 24, Ch. VI.  
 r. 25, Ch. VI.  
 r. 25, Ch. VI modified.  
 r. 28, Ch. VI.  
 r. 29, Ch. VI.  
 r. 30, Ch. VI.  
 r. 31, Ch. VI.  
 r. 32, Ch. VI.  
 r. 33(i), Ch. VI.  
 r. 33(j), Ch. VI.  
 r. 33(k), Ch. VI.

# Rules of the 1935 Edition.

# Rules of the 1912 Edition.

734	..	..	..	r. 33, Ch. VI.
734 (New).				
737	..	..	..	r. 34, Ch. VI.
738	..	..	..	r. 35, Ch. VI.
739	..	..	..	r. 36, Ch. VI.

## PART VI.

740	..	..	..	r. 1, Ch. IX modified.
741	..	..	..	r. 2, Ch. IX.
742	..	..	..	r. 3, Ch. IX.
743	..	..	..	r. 4, Ch. IX.
744 (New).				
745	..	..	..	r. 5, Ch. IX modified and redrafted.
746	..	..	..	r. 6, Ch. IX redrafted.
747	..	..	..	r. 7, Ch. IX.
748	..	..	..	r. 8, Ch. IX modified.
749	..	..	..	r. 9, Ch. IX.
750	..	..	..	r. 10, Ch. IX.
751	..	..	..	r. 11, Ch. IX.
752	..	..	..	r. 12, Ch. IX.
753	..	..	..	r. 13, Ch. IX.
754	..	..	..	r. 14, Ch. IX.
755	..	..	..	r. 15, Ch. IX.
756	..	..	..	r. 16, Ch. IX.
757	..	..	..	r. 17, Ch. IX.
758	..	..	..	r. 18, Ch. IX.
759	..	..	..	r. 19, Ch. IX.
760	..	..	..	r. 20, Ch. IX modified.
761 (New).				
762	..	..	..	r. 21, Ch. IX.
763	..	..	..	r. 22, Ch. IX modified.
764	..	..	..	r. 23, Ch. IX.
765	..	..	..	r. 24, Ch. IX.
766	..	..	..	r. 25, Ch. IX.
767	..	..	..	r. 26, Ch. IX.
768	..	..	..	r. 27, Ch. IX.
769	..	..	..	r. 28, Ch. IX.
770	..	..	..	r. 29, Ch. IX.
771	..	..	..	r. 30, Ch. IX.
772	..	..	..	r. 31, Ch. IX modified.
773	..	..	..	r. 32, Ch. IX.
„ Note 2	..	..	..	Modified.
774	..	..	..	r. 33, Ch. IX modified.
775	..	..	..	r. 33-A, Ch. IX.
776	..	..	..	r. 34, Ch. IX.
777	..	..	..	r. 35, Ch. IX modified.
778	..	..	..	r. 36, Ch. IX.



Rules of the 1935 Edition.

Rules of the 1915 Edition.

779			r. 37, Ch. IX.
780			r. 38, Ch. IX modified.
..	Note 1 (New).		
781	(New).		
782	..	..	r. 39, Ch. IX modified.
783	..	..	r. 40, Ch. IX.
784	..	..	r. 41, Ch. IX.
785	..	..	r. 42, Ch. IX.
786	..	..	r. 43, Ch. IX.
787	..	..	r. 44, Ch. IX.
788	..	..	r. 45, Ch. IX.
789	..	..	r. 46, Ch. IX.
790	..	..	r. 47, Ch. IX.
	Note 1 (New).		
	Note 3	..	r. 47, Notes 2 and 3, Ch. IX modified.
791	..	..	r. 48, Ch. IX.
792 <sup>c</sup>	..	..	r. 49, Ch. IX.
793	..	..	r. 50, Ch. IX.
794	..	..	r. 51, Ch. IX.
795	..	..	r. 52, Ch. IX.
796	..	..	r. 53, Ch. IX modified and redrafted.
797	..	..	r. 54, Ch. IX.
798	..	..	r. 55, Ch. IX.
799	..	..	r. 56, Ch. IX modified.
800	..	..	r. 57, Ch. IX.
801	..	..	r. 58, Ch. IX.
802	..	..	r. 59, Ch. IX.
803	..	..	r. 60, Ch. IX.
804	..	..	r. 61, Ch. IX.
..	Note 1 (New).		
805	..	..	r. 62, Ch. IX.
806	..	..	r. 63, Ch. IX.
807	..	..	r. 64, Ch. IX.
808	..	..	r. 65, Ch. IX.
809	..	..	r. 66, Ch. IX.
810	..	..	r. 67, Ch. IX.
811	..	..	r. 68, Ch. IX.
812	..	..	r. 69, Ch. IX.
813	..	..	r. 70, Ch. IX.
814	..	..	r. 71, Ch. IX.
815	..	..	r. 72, Ch. IX.
816	..	..	r. 73, Ch. IX.
817	..	..	r. 74, Ch. IX.
818	..	..	r. 75, Ch. IX.
819	..	..	r. 76, Ch. IX.
820	..	..	r. 77, Ch. IX.
821	..	..	r. 78, Ch. IX.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

822	..	r. 79, Ch. IX.
823	..	r. 80, Ch. IX.
824	..	r. 81, Ch. IX.
825	..	r. 82, Ch. IX.
826	..	r. 83, Ch. IX.
827	..	r. 84, Ch. IX.
828	..	r. 85, Ch. IX.
829	..	r. 85, Ch. IX.
830	..	r. 86, Ch. IX.
831	..	r. 87, Ch. IX.
832	..	r. 88, Ch. IX.
833	..	r. 89, Ch. IX.
834	..	r. 90, Ch. IX.
835	..	r. 91, Ch. IX.
836	..	r. 92, Ch. IX.
837	..	r. 93, Ch. IX.
838	..	r. 94, Ch. IX.
839	..	r. 95, Ch. IX.
840	..	r. 96, Ch. IX.
841	..	r. 97, Ch. IX.
842 (New).		
843	..	r. 98, Ch. IX.
844	..	r. 99, Ch. IX.
845	..	r. 99A, Ch. IX.
846	..	r. 100, Ch. IX.
847	..	r. 101, Ch. IX.
848	..	r. 102, Ch. IX.
849	..	r. 103, Ch. IX.
850	..	r. 104, Ch. IX.
851	..	r. 105, Ch. IX.
852	..	r. 106, Ch. IX.
853	..	r. 107, Ch. IX.
854	..	r. 108, Ch. IX.
855	..	r. 109, Ch. IX.
856	..	r. 110, Ch. IX.
857	..	r. 111, Ch. IX.

## PART VII.

858	..	rr. 1, 2, Ch. X redrafted.
859	..	cf. r. 3 and Note to r. 13, Ch. X.
860	..	r. 4, Ch. X redrafted.
861 (New).		
862 (New).		
863	..	r. 5, Ch. X modified.
" (4) New.		
" Note 1. (New)		
" Note 2. (New)		

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

864		r. 6, Ch. X redrafted.
865	(New).	
866		r. 7, Ch. X redrafted.
867		r. 8, Ch. X modified.
868		4. 9, Ch. X.
869		r. 10, Ch. X redrafted.
870		r. 11, Ch. X redrafted.
871	(New)	cf. r. 12 Ch. X.
872		r. 13, Ch. X modified.
873		r. 16, Ch. X redrafted.
874		cf. r. 44, Ch. X.
„	Note 1	cf. r. 50, Ch. X.
„	Note 2	cf. r. 50, Ch. X.
875		r. 18, Ch. X modified.
876		r. 19, Ch. X.
877		r. 20, Ch. X.
878		r. 21, Ch. X.
879		r. 22, Ch. X, redrafted.
880		r. 23, Ch. X modified and redrafted.
881		r. 24, Ch. X.
882		r. 25, Ch. X.
883	(New).	
884		r. 31, Ch. X redrafted.
885	(1) (New).	
„	(2)	r. 32, Ch. X.
„	Note 1. (New)	
„	Note 2. (New)	
886		r. 33, Ch. X.
887		r. 34, Ch. X redrafted.
888	(1)	r. 35, Ch. X.
„	(2) (New).	
889	(New).	
890		. r. 36, Ch. X modified.
891		. r. 37, Ch. X.
892		• r. 38, Ch. X .
893		. r. 39, Ch. X modified.
894		. r. 41, Ch. X.
895		. r. 42, Ch. X modified.
896		. r. 43, Ch. X.
897	(New).	
898		. r. 28-A, Ch. X.
899		. r. 28-B, Ch. X.
900		• r. 45, Ch. X.
901		. r. 46, Ch. X.
902		. r. 47, Ch. X.
903		. r. 48, Ch. X.
904		. r. 49, Ch. X.
905		. r. 51, Ch. X modified.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

906 (1)	.. r. 52, Ch. X.
906 (2)	.. r. 54, Ch. X modified.
907	.. r. 55, Ch. X modified.
908	.. Note to r. 58, Ch. X.
909 (1) (2) (New)	.. cf. rr. 53, 57, Ch. X.
" (3)	.. r. 56, ch. X.
910 (New).	
911	.. r. 58, Ch. X modified.
912	.. r. 29, Ch. X.
913	.. r. 59, Ch. X.
914	.. cf. r. 60, Ch. X (Enlarged and rewritten).
915 (New)	.. cf. r. 61, Ch. X (Enlarged and rewritten).
916 (New)	.. cf. r. 61, Ch. X.
917 (New).	
918	.. cf. Note to r. 61, Ch. X.
919 (New).	
920 (New).	
921 (New).	
Appendix (New).	

## PART VIII.

922	.. r. 2, Ch. XI.
923	.. r. 1, Ch. XI.
924	.. r. 3, Ch. XI.
925	.. r. 4, Ch. XI.
926	.. r. 5, Ch. XI.
927	.. r. 6, Ch. XI.
928	.. r. 7, Ch. XI.
929	.. r. 8, Ch. XI.
930	.. r. 9, Ch. XI.
931	.. r. 10, Ch. XI.
932	.. r. 11, Ch. XI.
933	.. r. 12, Ch. XI.
934 (1)	.. r. 22, Ch. XI.
" (2)	.. r. 23, Ch. XI.
935	.. r. 13, Ch. XI.
936	.. r. 14, Ch. XI.
937	.. r. 15, Ch. XI.
938 (New).	
939	.. r. 16, Ch. XI.
940	.. r. 45, Ch. XI.
941	.. r. 17, Ch. XI.
942	.. r. 18, Ch. XI.
943	.. r. 19, Ch. XI modified.
944	.. r. 20, Ch. XI.
945	.. r. 21, Ch. XI.
946	.. r. 22, Ch. XI.

**Rules of the 1935 Edition.**

**Rules of the 19th Edition.**

947	..	r. 30, Ch. XI.
948	..	r. 24, Ch. XI.
949	..	r. 25, Ch. XI.
950	..	r. 26, Ch. XI.
951	..	r. 27, Ch. XI modified.
952	..	r. 28, Ch. XI modified.
953	..	r. 29, Ch. XI modified.
954	..	r. 37, Ch. XI.
955	..	r. 38, Ch. XI.
956	..	r. 39, Ch. XI.
957	..	r. 31, Ch. XI.
958	..	r. 31, Note 3, Ch. XI.
959	..	r. 32, Ch. XI.
960	..	r. 33, Ch. XI.
961	..	r. 35, Ch. XI.
962	..	r. 36, Ch. XI.
963 •	..	r. 41(a), Ch. XI.
964	..	r. 41(b), Ch. XI.
965 (New).		
966 (New).		
967 (New).		
968	..	r. 42(g), Ch. XI redrafted.
969 (1)	..	r. 42(a), Ch. XI.
„ (2)	..	r. 42(b), Ch. XI modified.
„ (3)	..	r. 42(c), Ch. XI modified.
„ (4)	..	r. 42(g), Ch. XI.
„ (5)	..	r. 42(d), Ch. XI.
„ (6)	..	r. 42(d), Ch. XI modified.
„ (7)	..	r. 42(f), Ch. XI.
970 (New).		
971	..	rr. 43, 43-A, 43-B, redrafted.
972 (New).		
973 (New)	..	cf. r. 46, Ch. XI.
974	•	r. 48(1), Ch. XI redrafted.
975 (New)	..	cf. r. 48(1), Ch. XI.
976	..	r. 48(2), Ch. XI.
977 (New).		
978 (New)	..	cf. r. 48, Ch. XI.
979 (New).		
980 (New).		
981	..	cf. r. 48(6), Ch. XI.
982	•	r. 48(7), Ch. XI.
983 (New)	..	cf. r. 48 (9), last sentence.
984 (New)		
985 (New).		
986 (New).		
987 (New).		

## PART IX.

988 (New).	
989	.. r. 10, Ch. XII.
990	.. r. 11, Ch. XII.
991 (New).	
992	.. r. 35, Ch. I (last sentence).
993 (New).	
994 (New).	
995 (New).	
996 (New).	
997 (1)	.. r. 12, Ch. XII (1st para.).
.. (2)	.. r. 13, Ch. XII modified.
998 (New).	
999 (New)	.. cf. r. 35-A, Ch. I.
1000 (New).	
1001 (New).	
1002 (New).	
1003	.. r. 14-A, Ch. XII.
1004 (New).	
1005 (New)	
1006 (New).	
1007 (New).	
1008	.. r. 15, Ch. XII modified.
1009 (New).	
1010 (New).	
1011 (New).	
1012	.. r. 16, Ch. XII.
1013 (New).	
1014	.. r. 1, Ch. XIII modified.
1015 (New).	
1016	.. r. 2, Ch. XIII.
1017 (New)	.. cf. r. 4, Ch. XIII.
1018 (New).	
1019 (New).	
1020 (New).	
1021 (New).	
1022 (New).	
1023 (New).	
1024	.. r. 6, Ch. XIII.
1025	.. r. 7, Ch. XIII.
1026 (New).	
1027 (New).	
1028 (New).	
1029 (New).	
1030 (New).	
1031 (New).	
1032 (New).	

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

1033 (New).

1034 (New).

1035 (New).

1036(1)

Note to r. 48 (1), Ch. XI.

.. (2) (New).

.. (3) (New).

1037

r. 15, Ch. X.

1038 (New).

1039 (New).

1040 (New).

1041 (New).

1042 (New).

1043 (New).

1044 (New).

1045 (New).

1046 (New).

1047 (New).

1048 (New).

1049 (New).

1050 (New).

1051 (New).

1052 (New.)

1053 (New).

1054 (New).

1055 (New).

1056

.. r. 1, Ch. XIV modified.

1057

.. r. 2, Ch. XIV.

1058

.. r. 5, Ch. XIV.

1059

.. r. 6, Ch. XIV.

1060

.. r. 7-A, Ch. XIV modified.

1061

.. r. 9, Ch. XIV modified.

1062 (New).

1063

.. r. 10, Ch. XIV redrafted.

1064

.. r. 11, Ch. XIV.

1065

.. r. 12, Ch. XIV.

1066

.. r. 13, Ch. XIV.

1067(1)

.. r. 17, Ch. XIV modified.

.. (2)

.. r. 18, Ch. XIV.

1068

.. r. 19, Ch. XIV.

1069

.. r. 21, Ch. XIV.

1070(1)(2)

.. r. 22, Ch. XIV.

.. (3)

.. r. 23, Ch. XIV modified.

1071 (New).

1072

.. r. 35, Ch. XIV.

1073

.. r. 36, Ch. XIV modified.

1074

.. r. 37, Ch. XIV modified.

1075 (New).

1076

.. r. 44, Ch. XI.

## Rules of the 1935 Edition.

## Rules of the 1918 Edition.

1077	..	r. 38, Ch. XIV modified.
1078	..	r. 39, Ch. XIV.
1079 (New).		
1080 (New).		
1081 (New).		
1082	..	r. 7, Ch. XIV.
1083 (New)	..	cf. r. 8, Ch. XIV.
1084(1) (2)	..	r. 14, Ch. XIV modified.
.. (3)	..	r. 15, Ch. XIV.
.. (4) (New).		
1085 (New).		
1086 (New)	..	(cf. r. 16, Ch. XIV).
1087 (New).		
1088 (New).		
1089	..	r. 24, Ch. XIV redrafted.
1090	..	r. 24, Ch. XIV.
1091	..	r. 26-A, Ch. XIV.
1092	..	rr. 25 and 26 Ch. XIV.
1093	..	r. 27, Ch. XIV modified.
1094	..	r. 28, Ch. XIV.
1095(1) (New).		
.. (2)	..	r. 29, Ch. XIV.
1096(1) (2)	..	r. 34, Ch. XIV modified.
.. (3)	..	r. 29-A, Ch. XIV.
1097 (New).		
1098	..	r. 8, Ch. XIII modified.
1099 (New).		
1100	..	rr. 9, 11, Ch. XIII modified.
1101 (New).		
1102 (New).		
1103	..	r. 10, Ch. XIII modified.
1104 (New).		
1105 (New).		
1106 (New)	..	cf. r. 12, Ch. XIII.
1107 (New).		
1108	..	r. 14, Ch. XIV.
1109 (New).		
1110	..	r. 15, Ch. XIII.
1111 (New).		
1112	..	r. 13, Ch. XIII modified.

Appendix I.—Form of Inspection (New) cf. the points in r. 12, Ch. XIV.

Appendix II.—Form of Inspection of the district record room. (New).





# CIVIL RULES AND ORDERS OF THE HIGH COURT, CALCUTTA.

## Volume I.

### PART I.—Rules Relating to the Civil Procedure Code.

#### CHAPTER 1.

#### COURT-HOURS, CAUSE LISTS, PLEADINGS, PETITIONS, ETC.

##### 1. General.

1. (1) The ordinary hours of sitting for all Courts shall be 11 a.m. to 5 p.m. (local time).

(2) There shall ordinarily be an interval (not exceeding half an hour) at about 2 p.m. or 8-30 a.m. in the case of morning sitting.

(3) Courts may close at 2 p.m. on Saturdays, if the state of the work permits.

(4) The sittings of all Courts shall be suspended from 12-30 p.m. to 2 p.m. on every Friday to enable Muhammadan employees, pleaders and their clerks, witnesses and litigants to say their *Jumma* prayers; but work in the offices attached should not be suspended during this period, provided that Muhammadan employees of Government should, if they so desire, be permitted to absent themselves during the time the sittings of the Courts are suspended and that other Muhammadans having business in the offices should not be required to attend during that time.

(5) In hot weather, *i.e.*, between the 15th March and the 30th June (the exact dates being settled in consultation with the heads of other offices in the station and intimated to the High Court), the Courts in the districts of Bankura, Birbhum, Burdwan and Midnapore may commence their sittings at 6 a.m. or as soon thereafter as convenient. In other districts also where it may be convenient to work in the early hours of the day, similar hours may be permitted with the special sanction of the High Court. It is expected that judicial officers will sit for at least five hours each day when Courts are held in the morning.

**Note.**—In places where morning sittings are being held in April, the ordinary hours of sitting [*vide* sub-rule (1) of this rule] shall be observed on the particular day in that month when *lamadi* sittings take place.

2. The judicial work of the day shall be taken up punctually at the hour prescribed by the above rule, *i.e.*, at 11 a.m. or 6 a.m. as the case may be, and shall have precedence over all other work. In no

(8) An officer who on any day performs criminal duties in addition to his work as a civil judicial officer, shall note in the Diary for that day how his time has been distributed between these two classes of work, fractions below one quarter of a day being disregarded. Portions of days employed on revenue work shall be similarly shown, except that in non-regulation districts, days spent on tour shall be credited to revenue alone.

(9) The presiding Judge shall insert with his own hand in the appropriate place the hours of attendance, etc., as required by rule 5 and the hour of sitting or rising, if unusually late or early on any day, shall be accompanied by a short note, explaining the reason for such late or short sitting:

(10) The Diary shall be signed each day by the presiding Judge after a careful scrutiny on completion of all the entries therein.

**Note 1.**—All the above instructions contained in the clauses of this rule are intended to be most rigidly followed and are not to be allowed to be reduced to a formality. In particular, details required by sub-rule 9 (*vide* rule 5) shall be representative of actual facts.

**Note 2.**—As to maintenance of Diary and proper arrangement of cases, see further paragraph 21, Civil Suit Instructions Manual, 1935.

**13.** A Diary in the prescribed Forms Nos. (J) 14, (J) 15 and (J) 16 to be known as the "Short Case Diary" shall be maintained by all Civil Courts in respect of original suits and appeals in the following manner:—

(1) Its place on the record will be immediately before the plaint or memorandum of appeal.

(2) It shall be opened at the same time as the defendant or respondent makes appearance in the case, and shall be maintained contemporaneously with the different steps in the case as indicated by the headings thereto.

(3) The adjournment statement on the left of the forms shall also be simultaneously maintained.

(4) It, or a copy thereof, can be called for by inspecting Judges who, when at headquarters, have their attention called to any irregularity or unusual delay in disposing of a case.

**Note.**—No such Diary need be maintained when a case is disposed of *ex parte* or without trial.

**14.** (1) A Daily Cause List in the prescribed Form No. (M) 2 shall be posted in some conspicuous part of every court-house for the information of the parties, their pleaders and the public. Cases and appeals shall be shown in the order in which they appear in the Diary. Execution and Miscellaneous cases may be shown either in the same list or separately. The list shall be prepared and posted not later than 1 p.m. (or 8 a.m. in the case of morning sittings), on the working day preceding that to which the list relates. For the purposes of this list, a case is sufficiently indicated by its number, year and class.

**Note.**—Judgments ready for delivery should be notified on the Cause List for the day.

(2) At the close of the day, entries should be made in the Daily Cause List showing in addition (a) the results of all cases disposed

of, (b) dates or adjourned dates fixed during the day of cases not disposed of, and (c) any order requiring specific action.

**Note 1.**—Lists shall be prepared in English and shall remain posted for three days after which they shall be filed in office. At the end of each quarter, the lists of the previous quarter shall be destroyed.

**Note 2.**—Cause Lists should be stuck up on a wooden board protected by glass or wire-netting and under lock and key so that they may not be removed or altered.

**Note 3.**—The list shall bear the signature of the presiding Judge whose duty it is to see (1) that the list is posted, with column 1 filled in, not later than the hour fixed in the rule on the day preceding that to which the list relates, and (2) that proper entries are made in columns 2 and 3 of the list at least half an hour before he leaves Court on the day to which the list relates.

**Note 4.**—Owing to the difficulties known to be experienced in maintaining the lists as laid down above the High Court favour the maintenance of a register in the same form in which the necessary entries shall be made from day to day and signed by the presiding Judges as indicated above. The register shall be laid at some conspicuous place in the court-room every day at the specified hours for inspection by parties and pleaders.

**15.** A Register in the prescribed Form No. (R) 37 shall be maintained in every Court showing the processes, process-fees and other costs due from the parties and the latest date of filing. It shall be daily written up by the clerks concerned and signed by the presiding Judge below the last entry for each day and laid at some conspicuous place in the court room between the hours of 1 and 5 p.m. (or 8 and 11 a.m. in the case of morning sittings) for inspection by parties or their pleaders.

**16.** For sealing judgments, writs, decrees, processes, sale certificates, certificates of non-satisfaction of decrees and copies, etc., the regular seal of the Court shall be used, by all judicial officers. In any other connection, smaller seals as supplied should be used.

**Note 1.**—The utmost care is to be exercised over the custody of the above and of all other seals in the possession of a Court, including the date seal.

**Note 2.**—A name seal, if in use, shall remain in the personal custody of the presiding Judge whose name it bears, and shall either be used with his own hand or by someone in his immediate presence under his direction.

**17.** Except where otherwise provided by the Code, or these rules, or any law for the time being in force, any notice directed to be given to any party shall be in writing, and may be served by the party, or his pleader, on the other party, or his pleader personally, or by sending the same by post, in a registered pre-paid cover, to the address for service of the party or his pleader. (See also Or. 3, r. 5).

**18.** No document or proceeding required to be presented to or filed in Court which is sent by post or telegraph shall be received or filed in Court. If a cover is found to contain such a document it should be returned with a note of the reason for returning it. The Court has however a discretion to accept, if sent by post, a document not required to be presented to or filed in Court.

**19.** With the permission of the presiding Judge any advocate or pleader may address the Court in English, when any one of the advocates or pleaders on the opposite side is acquainted with that language, or whenever the senior of such advocates or pleaders or his client consents to this being done.

## 2. Pleadings, Petitions and Affidavits.

### A.—Pleadings, Petitions, etc.

**20.** All pleadings, memoranda of appeals, original petitions, affidavits, *vakalatnamas*, applications and papers of a similar character presented to the Court shall be—

(1) written, type-written or printed fairly and legibly on foolscap watermarked paper, known as “pie” or “cartridge” or “demi” paper, obtainable from the Treasury and sold by all licensed stamp vendors, one side of the paper only being used and a quarter margin together with at least one and a half inches of open space being left at the top and bottom of each sheet;

**Note.**—Pleadings and other papers which are written illegibly or cannot be easily read should be returned to be written legibly [G. L. No. 13 of 1919 and G. L. No. 3 of 1931].

(2) verified strictly in the manner prescribed by Or. 6, r. 15, C. P. Code, where verification is required;

(3) couched in proper language;

(4) dated and signed by the person presenting and also, where necessary, by such other person as may by law be required to sign them;

(5) signed by the scribe or typist who shall state the capacity in which he writes or types them and if he is the registered clerk of a legal practitioner, his registered number also.

**Note 1.**—A mukhtar is not permitted to sign pleadings. For procedure in such a case, see Note 2 of rule 957.

**Note 2.**—As to striking out and amendment of pleadings, see paragraphs 14 and 15, Civil Suit Instructions Manual, 1935.

**21.** The registered address for service filed with every pleading (whether by the plaintiff or the defendant) under Or. 6, r. 14-A shall state the following particulars:—

(i) the name of the street, lane or section and number of the house (if any);

(ii) the name of the town or village;

(iii) the post office;

(iv) the district; and

(v) the munsifi (if in Bengal and Assam) or the district Court (if outside Bengal and Assam).

**22.** All petitions requiring judicial investigation or determination unless filed with an affidavit in support thereof, should be verified in the manner prescribed by Or. 6, r. 15.

**23.** Every interlineation, erasure or correction in a petition or pleading shall be initialled by the party or recognized agent or pleader presenting it, and by the officer of the Court to whom it is presented. In the case of an affidavit, such authentication shall be made by the initials of the Commissioner concerned. Numbers should be expressed in figures, and when Indian dates are given in any pleading, petition, affidavit, etc., they should be followed by the corresponding English dates.

**Note.**—The initialling by the officer should ordinarily be done at the time of presentation. But if this is not possible on account of heavy filing of plaints on a particular day, the initialling should be done at any time before their registration.

**24.** (1) In every pleading, petition, etc., names of parties should bear consecutive numbers and a *separate line* should be allotted to the name and description of each person.

(2) These numbers should not be changed, and in the event of death of a party during pendency of the suit or proceeding, his heirs or representatives, if more than one, should be shown by sub-numbers. Where fresh parties are brought in, they are to be numbered consecutively to the plaintiffs or defendants, as the case may be, already in the suit. Where any party whose name is entered in the register of suits dies or fresh parties are added, the necessary correction should be made in the Register forthwith.

**25.** The Court should satisfy itself as to the identity of every person presenting a pleading, affidavit or petition, who is not a pleader or mukhtar.

**26.** (1) Every petition or pleading shall state concisely and clearly—

- (a) the facts, matters and circumstances upon which the applicant relies;
- (b) the matter of complaint, if any, and the specific relief sought or the prayer made;

but not arguments or any irrelevant matter.

**Note.**—Petitions containing argumentative matter (e.g., quotations and discussions of the effect of certain sections of Acts, or of certain rulings of the High Courts, etc., etc.), or things which are irrelevant to the matter in hand should be returned to applicants without any order except an endorsement that the application is returned.

(2) Applications in regard to distinct subject matters shall be made in separate petitions.

(3) A petition must not contain more than one prayer or one series of alternative prayers of the same kind.

**Illustration.**—Application may be made by one petition for warrant of arrest against a recusant witness or a proclamation for his appearance or a notice to show cause against fine for non-appearance, but not for local investigation, or a commission to examine a witness, or for amendment of plaint.)

(4) An original petition shall in addition to the particulars required by law also state the Act and section or rule or other authority under which it is presented.

(5) Every interlocutory application or petition filed in a suit or proceeding valued at Rs. 50 or less shall display clearly, preferably in red ink, the fact that it is so valued by a note to that effect in its top left hand margin, in order to enable a proper check to be made of the court-fee paid.

**27.** At the end of every pleading, application, affidavit or other legal document presented to a civil court, there should be the signature or a signed endorsement, giving the name, of the pleader or other person who has drafted it.

**Note 1.**—The rules under this section (Pleadings, Petitions and Affidavits) shall be read as being applicable (so far as may be), to memoranda of appeal, vakalatnamas, process-fee sheets, *haziras* and other similar papers.

**Note 2.**—The acceptance of documents referred to in this section (Pleadings, Petitions and Affidavits) by the Court will depend on strict compliance with its several provisions.

28. In contested original suits, no written statement, list of documents, or application which the Judge may consider material, shall be filed unless copies thereof have been previously served on the pleader for each set of parties whose interests are not joint. Pleadings served with such copies shall give a receipt on the original written statement, list or application. The copies shall be authenticated by the signatures of the pleaders of the parties on each page on the bottom left hand margin.

29. It should be clear in every plaint how the valuation has been calculated. Where this is not so or where it appears to the officer receiving and examining the plaint that there is manifest undervaluation, the plaint shall be placed before the presiding Judge for orders.

**Note.**—Where the sufficiency of the valuation is not apparent on the face of the document, the procedure to be observed is that laid down in *Jalekha-Bibi v. Danis Mahomed*, 33 C. W. N. 952 [G. L. No. 1 of 1930].

See also paragraph 4 of the Civil Suit Instructions Manual, 1935.

30. Written statements and petitions in suits or cases fixed for the day must be filed at latest within fifteen minutes of the time fixed for the sitting of the Court in rules 1 (1) and 1 (5), and all other petitions and documents by such hour, not beyond 12 noon, as may be fixed by the Court, except papers the occasion for the filing of which arises during the trial. Petitions and documents presented after the prescribed hour shall not be accepted unless good cause is shown for the delay by affidavit or otherwise as the Court may direct.

31. Petitions should always be taken in open Court, and usually at the commencement of the daily sitting of the Court. The majority of petitions can be disposed of by an order passed in Court as soon as they are filed. Where a reference to the record or to other papers is necessary before an order can be made, petitions should, unless they are of an exceptionally urgent nature, be brought up with such record or papers on the following open day and orders should then be passed in Court.

#### B. — Affidavits.

32. All Sheristadars shall be *ex-officio* Commissioners of affidavits in respect of matters and causes arising within, and subject to the jurisdiction of, the respective Courts in which they are employed.

**Note.**—In single munsifs during the temporary absence of the Sheristadar the next senior most ministerial officer shall be *ex-officio* Commissioner until the return of the Sheristadar to duty, unless the Court otherwise directs.

33. District Judges when appointing Commissioners to administer oaths on affidavit in exercise of the powers vested in them under sec. 139, cl. (c) of the C. P. Code, should carefully satisfy themselves that they are trustworthy and efficient. (Notification, dated the 1st July, 1881, *Calcutta Gazette* of the 6th July, 1881, Part I, page 694).

• 34. (1) Every affidavit to be used in a Court of Justice shall be entitled "In the Court of.....at....." naming such Court.

(2) If there be a cause in Court, the affidavit in support of, or in opposition to, an application respecting it must also be entitled in the cause.

(3) If there be no cause in Court, the affidavit shall be entitled, "In the matter of the petition of....."

35. Every affidavit shall be drawn up in the first person and divided into paragraphs, numbered consecutively, and each paragraph, as nearly as may be, shall be confined to a distinct portion of the subject.

36. Every person, other than a plaintiff or defendant in a suit in which the application is made, making any affidavit, shall be described in such manner as shall serve to identify him clearly; and where necessary for this purpose, the affidavit shall contain his full name, age, father's name, profession or trade and true place of residence, and shall be subscribed either with his signature in his own hand or his finger-impression:

37. Unless it be otherwise provided, an affidavit may be made by any person having cognizance of the facts deposed to. Two or more persons may join in an affidavit; each shall depose separately to those facts which are within his knowledge, and such facts shall be stated in separate paragraphs.

38. When the declarant in any affidavit speaks to any fact within his own knowledge, he must do so directly and positively, using the words "I affirm" (or "make oath") "and say."

39. Every affidavit should clearly express how much is a statement of the declarant's knowledge and how much is a statement made on his information or belief and must also state the source or ground of the information or belief with sufficient particularity.

Note.—In affidavits under Or. 32, r. 3 (3), the officer before whom such affidavits are sworn should see that the words "and that he (she) is a fit person to be so appointed" are always inserted [G. L. No. 13 of the 6th April, 1932].

40. (1) When a particular fact is not within the declarant's own knowledge, but is stated from information obtained from others, the declarant must use the expression "I am informed" and, if such be the case, should add "and verily believe it to be true;" and he must also state the source or ground of the information or belief, and the name and address of, and sufficiently describe for the purpose of identification, the person or persons from whom he received such information. When the statement rests on facts disclosed in documents or copies of documents, procured from any Court of Justice or other source, the declarant shall state what is the source from which they were procured and his information, or belief, as to the truth of the facts disclosed in such documents.

(2) Documents (other than those on the records of the case) referred to by affidavit shall be annexed to the affidavit and marked in the same manner as exhibits admitted by the Court and shall bear the certificate which shall be signed by the Commissioner before whom the affidavit is made.

41. Except under the special orders of the Court, no document being an exhibit to an affidavit or verified petition or the materials for any application shall be given back unless the document be an original document, in which case it may be taken back on an order of the Court, a certified copy being retained.



**42.** Every person making an affidavit, if not personally known to the Commissioner, shall be identified to the Commissioner by some one known to him, and the Commissioner shall state at the foot of the affidavit (a) the name and description of the person identifying, (b) the time and place of identification and (c) the time and place of the making of the affidavit. He shall also, for the purpose of identification, mark and initial any exhibits referred to in the affidavit.

**43.** Where the declarant is a *purdanashin* woman, she shall be identified by a person to whom she is known and before whom she is accustomed to appear unveiled and such person shall at the foot of the affidavit certify that the declarant was identified by him and sign his name thereto, and shall also prove such identification by a separate affidavit.

**44.** (1) The person before whom any affidavit is about to be made shall, before the same is made, ask the person proposing to make such affidavit if he has read the affidavit and understands the contents thereof, and if such person state that he has not read the affidavit, or appear not fully to understand the contents thereof, or appear to be blind, illiterate or ignorant of the language in which it is written, the Commissioner shall read and explain, or cause some other competent person to read and explain in his presence, the affidavit to the person proposing to make the same in a language which both he and the Commissioner understand.

(2) When an affidavit is read, translated or explained as herein provided, the Commissioner shall certify in writing at the foot of the affidavit that it has been so read, translated or explained in his presence and that the declarant seemed perfectly to understand the same at the time of making the affidavit and made his signature or finger impression in the presence of the officer; otherwise the affidavit shall not be used in evidence.

**45.** The Court or a Judge may order to be struck out from any affidavit any matter which is scandalous and may order the costs of any application to strike out such matter, if granted, to be included in the costs payable by the offending party.

**46.** In administering oaths and affirmations to declarants, the Commissioner shall be guided by the provisions of the Indian Oaths Act, X of 1873. The provisions of rules 428 and 429 apply, *mutatis mutandis*, to affidavits under the present rules, and the following forms are to be used:—

#### *Oath.*

I swear that this my declaration is true, that it conceals nothing, and that no part of it is false. So help me God.

#### *Affirmation.*

I solemnly declare that this my declaration is true, that it conceals nothing, and that no part of it is false.

37. The following forms of affirmation and certificate shall be used by the Commissioner appointed to administer oaths or affirmation:—

(1) *Affidavit on solemn affirmation.*

(Cause title.)

I, A.B., son of C.D., and a Hindu of the.....caste, of.....years of age, (state occupation) residing at.....do solemnly and sincerely affirm (or make oath and say) as follows:—

- 1.
- 2.
- 3.

Solemnly affirmed [or sworn] at the office of [the Court of the Munsif of .....] this.....day of ..... 19..... at [state hour] before me

(Signed)

(Signed) A. B.

*Sheristadar of the said Court.*

(2) *Certificate under rule 44 when declarant is unacquainted with the language of the affidavit, or is blind or illiterate.*

Solemnly affirmed [or sworn] at the office of [the Court of the Munsif of .....] this.....day of ..... 19..... at [state hour] before me, the contents of this affidavit (or solemn affirmation) (and the exhibits therein referred to) having been first truly and audibly read over to the declarant in Bengali, he being illiterate or unacquainted with English (or being blind), who appeared perfectly to understand the same, and made his finger impression thereto (or signed the same) in my presence.

(Signed) A. B.

The declarant is personally known to me or identified by (state name and address) who is known to me at (state hour).

(Signed)

*Sheristadar.*

(3) *Certificate under rule 40 to be endorsed on an exhibit to an affidavit.*

(Short cause title).

This is the exhibit marked "A" referred to in the affidavit of A. B. sworn (or affirmed) before me this.....day of....., 19...

(Signed)

*Sheristadar.*

48. The attention of Courts is drawn to the provision of Or. 18, r. 4, that witnesses are to be examined in open Court. The power under Or. 19, r. 1 to order any particular fact or facts to be proved by affidavit or the reading of an affidavit of any witness at the hearing, should be exercised only in special circumstances, or, as that rule declares, "for sufficient reason" which should always be specified in the order; there can be no general order for the admission of affidavits in suits or appeals.

**49.** The Courts should be careful to enforce Or. 19, r. 3, and, except in interlocutory applications (*see* Or. 19, r. 2), to confine the use of affidavits to such facts as the declarant is able to prove of his own knowledge, and to refuse statements founded on mere belief.

**50.** In allowing costs of affidavits, the Court should have special regard to the circumstances in which they were admitted. The costs of an affidavit made for the convenience of a party or his witness, or which is defective, or which unnecessarily sets forth matters of hearsay or argumentative matter, or copies of or extracts from documents, shall not form costs in the case and be charged against the opposite party. [*See* Or. 19, r. 3 (2).]

**51.** No affidavits shall be sworn before any Commissioner after 12-30 p.m. without the order of the Court.

## CHAPTER 2.

### PRESENTATION, REGISTRATION, ETC., AND EXAMINATION OF PLAINTS.

**52.** An order appointing an officer to receive complaints under Or. 4, r. 1, (1) must be in writing.

**Note.**—This rule applies also to memoranda of appeal [Or. 41, r. 1 (1)].

**53.** Every complaint brought for presentation shall have affixed to the top left hand corner of its first page, a slip of paper in the following form, with the particulars required written on it excepting the filing number which should be left blank:—

Filing No.....
Class of suit.....
Plaintiff.....
Defendant.....
Value of suit.....
Pleader .....

**Note.**—It should be particularly noted that additions made by the High Court to Schedule I of the C. P. Code require that every complaint shall be accompanied by the necessary number of its copies, draft forms of summons, and fees for the service thereof [Or. 7, r. 9 (1-A)], and a statement of the party's address for service (see rule 21 and Or. 6, r. 14-A).

**54.** (1) Immediately on receipt of a complaint, a serial (consecutive) number shall be marked on it, to indicate the sequence of filing; the same number being simultaneously noted on the attached slip of paper. The slip shall then be detached, stamped and made over to the person presenting the complaint, then and there. These numbers (called filing numbers) shall be quoted in all papers that may be filed hereafter in connection with the complaints so long as they are not registered.

**Note.**—All complaints shall be marked with the filing number on the same day they are filed and the slips attached shall be delivered forthwith. If on account of unusually heavy filing on any *tamadi* day it is not possible to make over all the slips of paper within the closing hour prescribed in rule 10 and the note thereto, those that are left must be distributed on the next following working day and the presiding Judge should see that it is done in his presence.

(2) All such complaints shall be entered at once in the prescribed register No. (R) 12-A called the Filing Register in the order in which they have been filed.

**Note 1.**—On account of the heavy filings on the *tamadi* day, registration generally takes much time and the object of the Filing Register is to keep an interim record of all complaints filed in Courts. All complaints must be entered in this register on the day they are filed, except that entry of complaints filed on the *tamadi* day shall not ordinarily take longer than four days.

**Note 2.**—If convenient, a new serial may be started every year at *tamadi* time from the commencement of the Bengali year.

**55.** All complaints presented must, on being received, be registered (*i.e.*, entered in the Register of Suits) in the same order as they appear in the Filing Register, irrespective of their possible rejection (under Or. 7, r. 11) or return (for amendment or presentation to proper Court).

**56.** (1) Every complaint shall ordinarily be registered on the day it is received and should it be found impossible, for any reason, to register it within 24 hours of its receipt, the fact shall be reported to the presiding Judge of the Court concerned.

(2) In view of the fact that a large number of complaints is filed on a single day in a year at *tamadi* time, it will be open to the presiding Judge by an order in writing to fix such reasonable period after completion of the Filing Register, as may be necessary for registration of all complaints filed on this occasion.

**Note 1.**—Presiding Judges should fix the number of complaints to be registered every day and watch regularly the progress of work, so that registration of all *tamadi* complaints may be completed, within the shortest possible time.

**Note 2.**—Simultaneously with the registration of a complaint and the fixing of the first date, the suit should be entered in advance in that day's page of the Diary of the Court under the heading appropriate to the purpose for which the first date is fixed.

**57.** Within two days of registration of the complaints, the numbers assigned to, and the first dates fixed for, the suits shall be notified by publication on the notice board of the Court in the prescribed Form No. (M) 1.

**Note 1.**—The daily List shall also exhibit the first dates fixed for appeals and all petitions (including execution petitions) that require registration.

**Note 2.**—Entries may be made in the same list from day to day until the form is exhausted. If the same list is used for suits, miscellaneous cases, execution cases, appeals, etc., they should be grouped separately under the different heads. The presiding Judge shall put his dated signature below the last entry for each day and see that the list is posted daily by the sitting hour.

**Note 3.**—Owing to the difficulties known to be experienced in maintaining the lists in the notes above, the High Court favour the maintenance of a register in the same form in which the necessary entries shall be made from day to day and signed by the presiding Judge as indicated above. This register shall be laid at some conspicuous part of the court-room every day at the prescribed hour for inspection by parties and pleaders.

**Note 4.**—(a) Ordinarily the list of complaints, etc., registered each day shall be notified on the same day and not later than the next following day. When a large number of complaints is filed on one day at the *tamadi* time, special arrangements shall be made so that the information may be supplied within the quickest possible time.

(b) As to complaints, clerical labour may be saved and the numbers assigned to and the first dates fixed for the suits with their purpose promptly notified by laying the Filing Register [No. (R) 12-A] every day at some conspicuous place in the court-room at the prescribed hour after necessary entries in columns 6 and 7 (after suitable modification), for inspection by parties and pleaders.

58. When a plaint is filed, the sheristadar of the Court should endorse on it on the left margin in red ink the date of presentation, for this is the date of institution, and on that day may depend a question of limitation.

59. (1) On presentation or receipt of a plaint, the sheristadar of the Court shall examine it in order to find out whether all the requirements of law have been complied with. This examination should be particularly directed to ascertaining, among other things—

- (i) whether the plaint bears full court-fee stamps in accordance with the valuation put upon it;
- (ii) whether it has been properly signed and verified (Or. 6, rr. 14 and 15);
- (iii) whether it complies with the requirements of Or. 7, rr. 1, 2, 3, 4, 6, 7 and 8;
- (iv) whether in the case of recovery of rent under the Bengal Tenancy Act, 1885, the provisions of sec. 148 (b) and (c) have been complied with;
- (v) whether it is accompanied by the necessary copies of plaint and process-fees and draft forms of summons [amended Or. 7, r. 9 (1-A)];
- (vi) whether the documents attached to the plaint (if any) are accompanied by a list in the prescribed form [Or. 7, r. 9 (1), see also r. 9 (4)];
- (vii) whether it is accompanied by the party's address as required by Or. 6, r. 14-A and contains the necessary particulars (*vide* rule 21);
- (viii) whether in the case of minor plaintiffs and defendants the requirements of Or. 32, rr. 1 and 3 have been complied with and the necessary application supported by an affidavit verifying the fitness of the proposed guardian *ad litem* of the minor defendant(s) has been filed;
- (ix) whether the suit is within the pecuniary and territorial jurisdiction of the Court;
- (x) whether the *vakalatnama* has been properly accepted and endorsed by the pleader [*vide* rule 969, and in particular sub-rule (6) of the rule], and whether in the case of illiterate executants, the provisions of rules 968 and 969 (4) have been complied with.

(2) The officer examining the plaint is required to certify on the top left hand margin of the first page of the plaint the sufficiency or otherwise of the stamp borne and to note the amount of deficiency, if any. A second certificate is to be appended if and when the deficiency is collected.

(3) The officer examining the plaint should refer to the presiding Judge if he thinks that it should be returned or rejected for any reason. It will then be for the Judge to deal with the matter.

**Note 1.**—See also paragraphs 1, 2 and 3 of the Civil Suit Instructions Manual, 1935.

**Note 2.**—As to appearance of defendant and filing of written statement, see paragraphs 9—11, Civil Suit Instructions Manual, 1935.

**60.** (1) (a) In a case where there are one or more minor defendants, the plaintiff may, by leave of the Court, file with the plaint a list of persons with their addresses, whom he has reason to believe to be the most suitable to act as guardians *ad litem*, and simultaneous notices, specifying a time within which such persons should appear, may be issued upon them.

(b) If none of such persons appears at the time specified, or within such further time as the Court may allow, or if the Court does not consider any such person among those appearing to be suitable to act as guardian *ad litem*, the Court may appoint one or more of its own officers as guardian *ad litem* of the minor defendant or defendants.

**Note 1.**—The term “its own officers” includes pleaders ordinarily practising in that Court.

(2) When a defendant is sued as a minor, the following procedure shall be followed in the matter of appointment of guardian *ad litem* of such minor:—

(a) Notice shall first issue on the minor and the proposed guardian or the person in whose care the minor is, as the case may be, under Or. 32, r. 3(4), C. P. Code.

**Note 2.**—Summonses on the adult defendants, and notices on the persons referred to above should issue simultaneously and issue of summonses on the former should not be deferred till the appointment of guardian *ad litem*.

(b) The Court shall proceed to appoint a guardian *ad litem* after hearing any objection that may be urged by any of the persons served with notice. Attention is invited to sub-rule (3) or Or. 32, r. 4, which says that no person shall without his consent be appointed guardian to the suit. If the proposed guardian does not appear and give his consent as required by law, or if he appears to be unsuitable for any reason, or there is no other fit person willing to act as guardian *ad litem*, the court may appoint any of its own officers to be such guardian.

**Note 3.**—See Note 1.

**Note 4.**—When a pleader is appointed in a case where there are both adult and minor defendants, the pleader who represents the former should ordinarily be appointed guardian *ad litem* of the latter, provided always that the interest of the adult defendant is not adverse to that of the minor defendant or defendants.

(c) After appointment of guardian *ad litem* summons in the suit should be served on the guardian *only*.

**Note 5.**—Fresh summons need not be served on the guardian *ad litem* when such guardian is himself a defendant in the suit and has already been served with summons in his capacity as a party.

**Note 6.**—Process-fees for service of notice or summons shall be levied in accordance with the provisions of rule 680(2), Art. 1, and the notes thereto, i.e., process-fee is to be charged according to the number of notices (on the guardian and the minor or minors) and in the case of summons, one process-fee is to be charged though the guardian may be representing a number of minor defendants.

## CHAPTER 3.

### SERVICE OF PROCESSES AND WORK IN THE NAZARAT.

#### 1. Processes and their service.

##### A.—General.

61. In every process and order (of whatever description) issued by a judicial officer, for whatever purpose it may be issued or made, the name of the district and of the Court from which the same is issued, and also the name and powers of the officer issuing or making it, shall be clearly set out in such a manner that they may be easily read.

62. All processes, notices, copies of complaints, and other documents filed in Court (with the exception of exhibits) shall be written or typed on durable paper of foolscap size. If carbon copies are filed, they must be distinct and legible.

*Note.*—As to paper for pleadings, petitions, etc., see rule 20(1).

63. The hour of attendance to be entered in every summons or process issued by a Court shall be 5-30 a.m., or 10-30 a.m., as the case may be, unless the Court otherwise directs.

64. Processes should ordinarily issue in the language of the Court; but where processes are sent for service to a Court where the language is different, they should be accompanied by a translation into the language of such Court or into English, certified by the transmitting Court to be correct. Where the return of service or report stating the reason for non-service is in a language different from that of the issuing Court, it shall be accompanied by an English translation similarly certified.

*Note.*—See Note 4 to rule 122.

65. Processes issued to Europeans and Anglo-Indians should be in English.

66. Persons on whom processes are to be served or executed shall be described in as full a manner as possible so as to identify them clearly, i.e., by a statement of name, father's name (if possible), occupation, address and such further particulars as will facilitate identification and service.

*Note.*—In the case of service or execution of processes in Presidency or other large towns, the name of the street, lane or section and the number of the house (if any) should be given.

67. (1) With their applications for issue for processes, parties shall file process-fees wherever necessary under the law and the required number of printed forms filled up in a bold, clear and easily legible



handwriting, leaving the hour and date of appearance and of issue of process blank. Such forms are available free on application to the officer appointed by the Court.

**Note 1.**—Every application for issue of summons to witnesses shall state clearly whether it is to be served by the party himself or through the agency of the Court. As all summonses to witnesses are ordinarily to be made over for service first to the party applying therefor, a party praying for service by the Court shall state the special circumstances necessitating such mode of service [Or. 16, r. 7-A (iii)].

**Note 2.**—Forms printed by private presses may be used, provided they conform *in toto* with the models prescribed in the body of the forms and the paper is of a quality not inferior to that of the forms supplied by Government.

(2) The parties or their pleaders shall sign legibly all processes, notices, etc., in the left bottom corner, and will be held responsible for the accuracy of the information entered therein.

(3) When orders for the issue of process are passed by the Court, the date and hour fixed for appearance will be inserted in the form and the process will be dated by an officer of the Court before the processes are signed.

(4) The presiding officer may, in his discretion, direct in any particular case that the forms of process be entirely filled up in the office of the Court.

**68.** A party who desires the attendance of any witness before the Court, or a Commissioner appointed to take evidence, shall file a list of the persons whose attendance he requires, stating the full name, residence and occupation or description of each person and whether he is required to give evidence as an expert or otherwise or to produce any document, and in the latter case, specifying the date and description of the document so as to identify it. In the case of a witness who has to be served through Court, he shall with such list also deposit in Court the prescribed fees for service of summons and the total amount of the other expenses to which the said person is entitled and in the case of an expert or scientific witness his compensation as determined by the Court.

#### **B.—Service and Execution of Processes.**

**69.** All summonses and processes issued by the superior Courts at district headquarters which have to be served within the jurisdiction of the outlying munsifs in the district, shall be forwarded by the office to the Courts of the Munsifs concerned and not ordinarily served by peons from district headquarters. The outlying Courts will have the processes served through their respective process-serving establishment and return the same direct to the issuing Courts. The peons at district headquarters will serve only processes issued for service within the jurisdiction of the sadar munsifi.

**Note 1.**—Process-serving peons will draw only the actual rail, bus or steamer fare of the lowest class of accommodation, without any daily or halting allowance for journeys in connection with the execution or service of processes (Notification No. 3941-F., dated the 19th August 1932) instead of levying them from the parties concerned.

**Note 2.**—For journeys on duty otherwise than in connection with the service of processes the process-serving peons will get such travelling allowance as is admissible under S. R. 83 (*vide* Fundamental and Subsidiary Rules, 1st Ed., page 275, App. No. 10).

70. The presiding Judge of any superior Court may for sufficient reason direct on the application of the party applying for any particular process, which should ordinarily be sent for service to an outlying Court, that it be served or executed by a special process-serving peon from headquarters.

71. (1) When any person has been arrested, or moveable property seized for production at the district headquarters by a process-serving peon of an outlying Court under a warrant issued by a superior Court, the process-serving peon shall forthwith bring such person or property to the Nazir of the Courts at district headquarters at the cost of the person executing the decree.

(2) The Nazir shall immediately give the peon a receipt and send him back to his own Court, and shall produce such person or property before the Court which issued the process.

(3) When money shall have been paid upon any such process, it shall be received by the Munsif of the outlying Court and duly transmitted by money order at the expense of Government together with the process to the Court concerned.

72. Copies of the sale proclamation under Or. 21, r. 67 and processes under Or. 5, r. 20 and copies of all processes required to be affixed at the Court-house of the issuing Court at sadar, should be served in the court-house of the issuing courts at district headquarters by the sadar peons.

73. On or before the 6th of each month, the Court issuing money orders under rule 71 (3) shall send to each Court to which money orders have been issued in the preceding month, a statement showing the number and particulars of the money order so issued, and it shall be the duty of the presiding Judge of the latter Court to see that the amounts involved have been received and accounted for.

74. A Civil Court seeking to serve a process in the Chittagong Hill Tracts shall send with the process a letter in English addressed to the Deputy Commissioner, explaining the nature of the suit. The fees for service as prescribed must at the same time be forwarded in cash.

75. A summons issued under Or. 5, r. 21 shall ordinarily be sent to the Court of the Munsif within whose jurisdiction the person to be served resides, with a covering letter or an endorsement signed by the presiding Judge.

#### C.—Method and Proof of Service.

76. Service should always be personal wherever practicable (Or. 5, r. 12) and the Courts ought not in *ex parte* cases to act upon anything short of personal service, until they are satisfied that personal service could not reasonably be effected.

**Note 1.**—Personal service shall be deemed to include all cases in which the process is delivered or tendered to the person concerned or his agent empowered to accept on his behalf, whether accepted or refused, including service under Or. 5, rr. 13 and 14, Or. 29, r. 2, and Or. 30, r. 3, and all cases under Or. 5, r. 15, of the C. P. Code in which the process is accepted by an *adult* male member of the family of the person to be served who is residing with him and a receipt granted.

**Note 2.**—The signature required under Or. 5, r. 16, should in the case of illiterate persons be held to mean the thumb impression. Process-serving peons out on duty, should therefore be supplied with printer's ink, etc., for taking such impressions.

**77.** (1) A party shall not ordinarily be required to supply an identifier for the purpose of serving a summons or notice or any other process on a defendant, respondent, witness or other person whether issued by any subordinate court or the High Court or received from courts outside its jurisdiction, and the serving officer shall serve the summons, notice or process after due enquiry as to the identity of the person on whom, or the house or property where, the same is served. The serving officer shall serve in the presence of at least two independent local residents and he shall, whenever possible, obtain the endorsement by signature or thumb impression of those persons on the original process and, where he is unable to serve the process, he shall, whenever possible, obtain the endorsement by signature or thumb impression of at least two persons of the locality.

**Note 1.**—There being no legal obligation upon a plaintiff, decree-holder or appellant to supply an identifier for service of any process, no process-serving peon must return unserved any notice, process or summons merely because no identifier could be had at the place of service. He must make every possible endeavour to find out the person on whom, or the house or property where the process is to be served.

**Note 2.**—*Chaukidars* and *dafadars* in Bengal have been directed by the authorities to give all the information at their disposal and to render any help of which they are capable, to all process-serving peons of civil courts in the matter of execution of processes generally, and particularly of the identification of persons to be served with them. Whenever a *chaukidar* or a *dafadar* is near at hand, he is required to witness the actual service or execution of the process and then to sign the prescribed form of verification of service as a token of his having done so (*vide*, Circular Nos. 5059—5063-L.S.G., dated the 3rd November, 1934). The serving officer shall after writing his report at the place of service obtain from him a verification of service in the form printed upon the back of the process.

This rule has been made applicable to the Sylhet, Cachar and Goalpara districts (*vide* Assam Government Circular Letter No. 2747-48 G.J., dated the 25th June 1935.)

**Note 3.**—The Nazir should personally scrutinise all cases in which the peon reports that he could not find the person on whom or the house or property where the service was to be made, and he should bring all cases in which the peon appears to be at fault to the notice of the Judge in charge.

(2) If it appears to the Court that sufficient information is not given as to the identity and place of residence of the person on whom, or the house or property where a process is to be served, or if the Court is satisfied from the declaration of the serving officer or upon his examination on oath (if necessary) that the person to be served or the house or property could not be identified after due diligence and enquiry, it may ask the party concerned to supply an identifier.

**78.** A notice or process shall be served by delivering a copy of it to the person addressed. If the person is literate, he shall be required to sign the original as an acknowledgment of receipt. If he is illiterate, his thumb impression should be taken on the original process.

**79.** If the person addressed or his agent or an adult male member of his family or other person on his behalf refuses to receive the process or refuses to sign or give his thumb impression but wants to retain the copy, it shall not be made over to him and he shall be informed verbally of the nature of the process. In either case service shall be effected and proved in the manner prescribed in Or. 5, r. 17, and it should also be proved that the party was informed that the document tendered was a summons or notice, and that he was made acquainted with the nature and contents thereof.

**80.** If the person addressed is absent from his residence at the time of attempted service and there is no likelihood of his returning

there within a reasonable time and there is no agent empowered to accept service on his behalf, nor any other person on whom service can be made, service shall be effected in the manner directed in Or. 5, r. 17. It should be proved according to the circumstances of the case by the declaration of the serving officer and, if necessary, by the affidavit or solemn declaration of some other person or persons (if any) acquainted with the facts that the person was absent from his residence at the time of attempted service and that there was no likelihood of his returning within a reasonable time and that there was no agent empowered to accept service, nor any other person on whom service could be made; and in any case that the house on the outer door or some other conspicuous part of which a copy of the process was affixed, was the ordinary residence or place of business of the person addressed at the time when it was so affixed. The Court may also proceed under Or. 5, r. 19.

81. If the service is made under Or. 5, r. 15, it should be proved in like manner that the person was absent from his residence at the time of attempted service and there was no likelihood of his returning within a reasonable time, and that he had no agent empowered to accept the service, and that the person, to whom the process was delivered was an adult male member of his family, and was actually residing with him at the time of such service. It is to be noted that a servant is not a member of the family within the meaning of this rule.

82. If the service is made under Or. 5, r. 14, it should be proved in like manner that the summons or notice could not be served on the defendant or respondent in person, and that he had no agent empowered to accept the service, and that the person to whom the process was delivered was an agent of the defendant or respondent in charge of the land or other immovable property forming the subject-matter of the suit.

83. If the return of service is under Or. 5, r. 20, it should be proved in like manner that the house, upon the door or other conspicuous part of which a copy of the process was affixed, was the house in which the defendant or respondent is known to have last resided, or carried on business or personally worked for gain, or that the service was made in all respects in conformity with the order for substituted service, which should accompany the process. It should also be proved in like manner how long, and until what time the defendant or respondent resided in the house, and what has become of him.

**Note.**—In the case of service under Or. 5, rr. 14, 15, 17 or 20, it must also be proved that proper and reasonable efforts were made to find out the person to be served. For instance, the serving officer should go to the place or places and at the times at which it was reasonable to expect the person would be found, and mere temporary absence of the person does not justify the serving officer in affixing a copy of the summons on the door of the person's house. The process should again be taken to his house to be served upon him when the inquiries made show that he is likely to be at home and to be found there.

84. If the person addressed has no place of residence and he cannot be found or if he is dead, these facts shall be stated in the report together with the names and addresses of at least two persons from whom the facts are ascertained. If the person addressed has ceased to live at the place, his present address, if available, and the source of information should be reported.

85. If the service is made under Or. 5, r. 12, on an agent, it should be proved that such agent was empowered to accept service, under Or. 3,

rr. 2, 5, 6; Or. 27, r. 2, or sec. 85 (1), C. P. Code, or by virtue of appointment for that purpose in writing. The party causing the service to be effected must, in both the last mentioned cases, furnish the necessary proof (*vide* rule 89 *post*) to this effect. It is a matter of which, ordinarily speaking, the serving officer would have no knowledge.

Volume I.

NO. 762.

Page 22, Rule 87—

(i) Number the existing Rule as clause (1) and delete therefrom the words "Administrations or" in line 1.

(ii) Insert the following as clause (2):—

"(2) All General Managers, Deputy General Managers and Chief Administrative Officers of the Indian Government Railways having been authorised to act *ex-officio* for and on behalf of the Central Government in respect of all judicial proceedings in which the respective Indian Government Railway may be concerned, are recognised agents of the Government within the meaning of rule 2 of Order XXVII of the First Schedule to the Code of Civil Procedure, 1908. Summons, etc., should, therefore, be sent direct to the Officers concerned, for service under rule 3, Order III of the Code instead of to the Secretary to the Government of India.

[No. 762, dated the 9th June, 1950. G.L. No. 3 (Civil) of 1949.]

place of the service, by a ~~certified~~ *certified* or thereat; or, if deemed necessary, by the examination in Court as witnesses of such persons as the Court may think fit to examine.

**Note.**—Attention is invited to Or. 5, r. 19-A, C. P. Code, under which a declaration made and subscribed by a serving officer shall be received as evidence of the facts as to the service or attempted service of the summons.

**90.** In addition to the modes of service in the above rules, it is open to the Court even when there has been technical compliance with the provisions of law, to order service in another mode by directing the issue of summons or notice or any other process by means of registered post (acknowledgment due). This should be resorted to specially in the case of minors or *pardanashin* women on whom personal service is not generally possible or when all attempts at personal service on any person have been unsuccessful or the Court is not fully satisfied about due service. An acknowledgment purporting to be signed by the addressee or an endorsement by postal servant that the addressee refused to take delivery may be deemed by the Court issuing the process to be *prima facie* proof of service.

**Note.**—As to service by post in suits for recovery of rent, *see* rule 372.

**91.** (1) In determining whether the service is good or sufficient, the attention of the Courts is drawn to the necessity of strictly following the requirement of law in the Civil Procedure Code.

(2) Where service is effected under Or. 5, r. 17, by affixing a copy of the summons or notice, it is incumbent upon the Court to make an enquiry under Or. 5, r. 19, and to record a distinct declaration of due service, if satisfied, or to order such service as it thinks fit.

**92.** (1) If the process is addressed to more than one person the report shall describe the manner of service on each person.

(2) Process-serving peons must invariably note the date, hour and exact place of service of each individual process and also the sequence in which processes are served on different persons to be served in the same case and on the same occasion, in their reports and declarations.

(3) Every peon must immediately after completion of any duty connected with a process write clearly with his own hand at the place of service and in the presence of witnesses (if any), his report of service or failure of service.

(4) Every report of service or non-service shall comply strictly with the directions in these rules and in Form No. (P) 1-A, Volume II, and the declaration in proof of service shall be recorded in legible writing in the manner laid down in Form No. 11, Appendix B, Schedule I, Civil Procedure Code, as amended by the High Court.

**N.B.—Instructions for the guidance of process-serving peons and returning officers—**

(a) If the process-serving peon is personally acquainted with the person to be served, the fact should be stated. If he is not so acquainted, it should be stated how he satisfied himself about the identity of the person.

(b) It should be seen that the name of the person who accepts service corresponds exactly with the name given in the process. Where the signature in token of acceptance differs from the name given in the process, the discrepancy should be explained.

(c) Where the process is served on some person other than the person named therein, who accepts the process on his behalf, it should be stated whether such person is an *adult*, and whether he is living with and is undivided from the person on whose behalf he accepts service.

(d) Where service is accepted by an agent, it should be stated whether such person is duly authorised to accept service.

(e) Where a person refuses to accept the process, the grounds thereof, if any, and the names of the persons witnessing the refusal should be given.

(f) Where a process is affixed owing to the absence of the individual named therein, it should be stated, if possible, both when he left home and when he is likely to return. The attempts made to find out the person to be served should also be stated (see Note under rule 83).

(g) When personal service is not possible on *pardanashin* women, an attempt should be made to serve some responsible male member of the family.

**Note.**—See also the instructions in G. L. No. 9 of 1935.

**83.** When the summons or notice which has been served is the summons or notice of another Court transmitted to the serving Court for the purpose of service only, then, upon service being effected, this latter Court should retransmit the summons or notice to the Court by which it was issued, together with (1) the Nazir's return, (2) the declaration or deposition of the serving officer and the affidavit or solemn declaration or deposition of the witnesses (if any) relative to the facts of service, (3) the record of such Court's proceedings with regard thereto (Or. 5, r. 23), and (4) in a case where any of these documents is in a language different from that of the district from which the process issues, an English translation of such document. •

**D.—Additional Rules relating to the service of Notices, etc., Issued by the High Court.**

**84.** On receipt of the proceedings of the High Court, transmitting the notices of appeal, application, etc., the lower court shall cause their

VOLUME I.

No. 714.

PAGES 23-24, RULE 94—

*Delete—*

- (i) the whole of the proviso (1) and the colon and dash after the word "that" in line 4;
- (ii) the figure "(2)" in line 9; and
- (iii) the Note to the rule.

(No. 714, dated the 26th August, 1948.) (C.O. No. 2 of 1948.)

day the party concerned does not pay the boat hire, the Court shall, while retaining the process, report the fact forthwith to the High Court on a Service post card and await orders. On receipt of the High Court's orders conveyed similarly on a Service post card [Form No. (M) 36-A], the serving Court shall re-issue the process when the boat hire has been paid, for service within the extended date (if any) or return it if so directed. This procedure shall be repeated as often as is necessary to effect service or otherwise to dispose of the processes [G. L. No. 18 of 1933].

95. The date fixed for the hearing of the case and the time allowed for service and return of the process to the High Court shall be specified in the notice.

96. The lower courts shall issue all notices, etc., immediately on receipt thereof and in their returns of service, shall in every instance insert—(a) date of receipt of notice; (b) date of delivery to the serving officer; and (c) date of receiving it back from him.

97. It shall be the duty of the lower court to cause the notice to be served in sufficient time before the date fixed, and, if such service be impracticable, to state, when returning it to the High Court, the reasons thereof. The lower court shall satisfy itself that a valid service has been made or that there has been a failure of service and shall certify such opinion with the reasons in case of failure of service. The certificate shall be accompanied by the return of service or of failure to serve the notice and the declaration of the serving officer specifying the fact and mode of service or the reason for non-service.

98. Notice for service on respondents or opposite parties residing in any district other than that from which the appeal, application, etc., comes, shall be sent by the Deputy Registrar (Appellate Side) to the proper court in the district in which such notice is to be served. If, however, the opposite party or any of the parties to be served resides in the same district but outside the jurisdiction of the Court from which the appeal, application, etc., comes, the notice shall be sent for service to the Court within whose jurisdiction the party resides if known; if not known, then to the Court from which the appeal or application comes, directing the latter to forward it to the proper court within the jurisdiction of which the notice is to be served. The Court which serves any notice shall in every case make its return of service or of the failure of service (as the case may be) direct to the High Court and shall be guided by rules 94, 96 and 97.

**E.—Service on Persons in Civil and Military Employ.**

**99.** Attention is invited to the provisions of Or. 5, rr. 27 and 28 and Or. 16, r. 8, regarding service of summons on public officers or soldiers in military employ, or servants of railway companies or local authorities. In such cases, a reasonable time should be allowed for the making of arrangements for the relief of the persons summoned and to enable them to appear themselves or to appoint a representative or make such other arrangement as may be necessary.

**Note 1.**—In the case of officers of His Majesty's Naval, Military and Air Services, or His Majesty's Indian Marine Service, the provisions of Or. 5, r. 28 should be followed.

**Note 2.**—In the cases set out in this rule and in Note 1, the process should be sent under cover, or, in appropriate cases, by letter, in the manner provided by Or. 5, r. 30.

**Note 3.**—A minimum period of four months from the date of posting should be allowed for the return of summonses, notices, etc., addressed to soldiers of the Indian Army serving in Shanghai, Tientsin, Shanhaikwan, Peking or other places in China [G. L. No. 7 of 20th May, 1907].

**Note 4.**—In the case of soldiers serving in Burma and other distant places such minimum period should be as noted against each [G. L. No. 7 of 1911]:—

1. All stations on the Persian Gulf, except Tabriz	..	..	4 months.
2. Tabriz	..	..	5 months.
3. Somaliland	..	..	} 3 months.
4. Uganda	..	..	
5. Straits Settlements	..	..	} 4 months.
6. Nyassaland	..	..	
7. Ceylon	..	..	} 2 months.
8. Andaman Islands	..	..	
9. Aden	..	..	
10. Burma	..	..	..

**Note 5.**—The attention of all Civil and Criminal Courts in Bengal and Assam is invited to the following rules, which have been approved by the Government of India, relative to the dress of military officers and soldiers appearing before Civil or Criminal Courts (other than Courts established under military law):—

(1) An officer or soldier required to attend a Court in his official capacity should appear in uniform, with sword or side-arms. Attendance in an official capacity includes attendance—

(a) as a witness when evidence has to be given of matters which came under the cognizance of the officer or soldier in his military capacity;

(b) by an officer for the purpose of watching a case on behalf of a soldier or soldiers under his command.

(2) An officer or soldier required to attend a Court otherwise than in his official capacity may appear either in plain clothes or uniform.

(3) An officer or soldier shall not wear his sword or side-arms if he appears in the character of an accused person or under military arrest, or if the presiding Judge of the Court thinks it necessary to require the surrender of his arms in which case a statement of the reasons for making the order shall be recorded by the presiding Judge, and, if the military authorities so request, forwarded for the information of His Excellency the Commander-in-Chief.

(4) Fire-arms shall under no circumstances be taken into Court.

**F. Arrangement and Distribution of Work in the Nazarat.**

**100.** (1) Process-serving peons must be required carefully to attend to the directions of the Code and the High Court rules as to the service of processes. It shall be particularly impressed upon them that wherever practicable, the service must be personal service as defined in note 1 under rule 76 ante.



**(2) It shall be the duty of the Nazir—**

- (i) to explain to the process-servers the directions in these and other rules in vernacular and to point out the manner in which various kinds of processes are to be served and returns are to be verified;
- (ii) to see that processes are promptly sent out for service and fairly distributed amongst the process-servers, and that a fair average of work is attained by each process-server;
- (iii) to see that as far as possible on an average not less than 20 days in a month are spent by each peon in the mufassil in the service of processes;
- (iv) carefully to scrutinize the diary of the peon and every return submitted by him each time he returns from a journey after service of process, or the reasons given for failure of service and to report to the Judge in charge of the Nazarat all cases of unreasonable delay in service, misconduct, neglect, or improper discharge of duty for such disciplinary action as the Judge in charge may think fit and proper.

**Note 1.**—Some of the common faults that require close scrutiny are:—

- (a) Delay in service of processes so as not to allow sufficient time to the person served to appear prepared on the date fixed.
- (b) Delay in service necessitating an adjournment in order that the fixed number of days may intervene between service of summons or notice and hearing.
- (c) Delay in submission of Diary.
- (d) Return of processes unserved on the plea of want of time.
- (e) Return of processes unserved on the plea that no identifier could be had or that the person to be served could not be found.
- (f) Writing of service report after return from journey and not at the scene of service.
- (g) Small percentage of personal service.
- (h) False or collusive report.

**Note 2.**—To the Judge in charge of Nazarat at every station has been delegated the exercise of disciplinary powers over the process-serving peons (*see* rule 1003).

**101.** All Nazirs will be held responsible to the presiding Judge of each Court at every station for the due and regular service of all processes entrusted to them for service by themselves and their subordinates, and in each case for the correctness of the statements made in the return.

**Note 1.**—Service or execution of processes by Nazir or Naib-Nazir can only be allowed under special circumstances when the court is satisfied by affidavit or otherwise that there has been previous resistance and that execution will not be effected by ordinary peons without danger to the public peace. Deposit of pay of the officer is not required in such cases.

**Note 2.**—Processes (other than those referred to in rule 49 *ante*) received for service from places outside the jurisdiction of the Nazarat concerned should be entered in the process register in red ink and it shall be particularly seen that such processes are promptly served and returned to the issuing courts in sufficient time before the hearing dates.

**Note 3.**—The calculation of the percentage of personal service of processes should be based on the number of processes actually served, as this method is obviously a better criterion of a process-server's success than a calculation based on the number of processes to be served [G. L. No. 12 of 1926].

**102.** Every Nazir shall maintain for the jurisdiction for which he is the proper officer for service of processes :—

- (i) a list of all places within a five-mile radius of his office;
- (ii) a list of all places outside such five-mile radius.

**Note.**—A map showing the villages and thanas in the area under the jurisdiction of the Courts and their distances from each other and from the headquarters should be hung in every Nazarat.

**103.** Processes for service at places within the five-mile radius shall ordinarily be sent out every working day (whenever necessary) and should ordinarily be returned on the next day and not later than the day following.

**104.** The Nazir shall divide the area outside the five-mile radius into convenient beats or circles where processes should be sent at regular intervals and shall make the best possible arrangements for the prompt service of processes of each beat. The boundaries of the circles and the fixation of the intervals may be varied from time to time as experience dictates. He should also prepare a statement showing on what days process-serving peons are sent out for service in any particular beat and how long the process-serving peon is supposed to be away on that particular beat.

**Note 1.**—The statement should be in the following form :—

*Illustration.*

**Beat No. 9.**—Processes issue every Tuesday. Process-serving peon returns after 8 days.

**Note 2.**—The distribution of processes on the beat system will of course have to be departed from in cases of urgent processes or in cases where there is an accumulation of processes for a particular beat.

**105.** Returnable dates should not be fixed at random, but sufficient time should be allowed so that the processes for one trip may all be served and returned a reasonable time before the dates fixed in the cases concerned. In fixing dates, the distance to be travelled, the season of the year, the conditions of the locality, the number of processes made over at a time, etc., should be taken into consideration.

**Note.**—When a peon entrusted with the service of several processes finds that there is no reasonable chance of his being able to serve all the processes in the same trip and to return them in sufficient time before the due dates, he should at once send back by post the processes that cannot be served, so that the Nazir may give out such processes to other peons for service if there is sufficient time before the hearing dates. Or, when a peon finds that he cannot return to headquarters before the returnable dates because he has to serve other processes, he should return the processes that he has already served by post before the returnable dates so that the work of the Courts concerned may not suffer.

**106.** To equalise the work of process-serving peons a certain amount of short beat work as well as a certain amount of long beat work should be given to each peon and there should also be, as far as possible, equality in the number and kind of processes distributed. The Judge in charge of Nazarat should as often as time permits and at least once a month have the processes distributed under his personal supervision.

**Note.**—(a) It shall be particularly seen that all peons to whom processes have been distributed for service leave their headquarters immediately on receipt of processes.

(b) A Register [(R) 18-A] is prescribed for entering the processes distributed to the peons and inspecting how the work of distribution is being done.

**107.** (1) Processes received in the offices must be made over to the Nazir, if possible, on the same day on which they are filed and not later than two days after their receipt.

*Note.*—See also paragraph 5, Civil Suit Instructions Manual, 1935.

(2) Processes under Or. 16, r. 7-A for service by the parties must be returned to them or their pleaders after scrutiny and entry of expenses fixed by the Court (under Or. 16, r. 2) for payment to the witness, date, etc., and signature within three days of their filing. All such processes should be entered in the Register to be maintained in Form No. (R) 15.

*Note.*—In order that there may be no delay parties or their pleaders should in their turn also apply for and obtain the processes within the prescribed time.

**108.** Processes are ordinarily to be issued to peons in the order in which they come back from the mufassil. Later processes for a particular beat are not to be issued to the exclusion of processes for that beat filed earlier. The latter are only excluded, if necessary, by processes marked "Urgent" by the Court.

**109.** It shall not ordinarily be lawful for the Nazir to keep back processes for any period longer than may be necessary to admit of a sufficient number accumulating for a particular beat. Subject to this, the Nazir shall arrange for the distribution of processes outside the five-mile radius as often as possible in every week or at such other regular intervals as may be necessary, according to the direction of the Judge in charge of Nazarat.

**110.** As far as possible, all processes other than warrants of arrest for persons residing in the same beat, shall be served by one process-serving peon and not by several, whether issued by the same or by different Courts, provided that their number is not unusually large. No process-serving peon should ordinarily be given processes for service in a locality where his home is situate or his relations reside.

**111.** The above rule does not apply to processes marked "Urgent." The presiding Judge of any Court may, for any sufficient reason at any hour of the day transmit a process for emergent execution to the Nazir and it shall be his duty on receiving such process to make immediate arrangements accordingly.

*Note.*—For extra fee for urgent processes, see Note 3 to rule 680(2). The offer to pay extra fee shall not of itself be a sufficient ground for granting an "Urgent" process unless the Court is of opinion that there is any real cause for urgency.

**112.** (1) The Judge in charge of the Nazarat shall send to every Court at the station a copy of the list of beats or circles showing the names of villages in each beat, on what days peons are sent out for service in each particular beat or circle and how long they are supposed to be away on that beat (*vide*, rule 104) so that processes for service within a particular beat may be sent to the Nazarat in proper time.

(2) The beats shall be fairly distributed between the peons on the establishment and to each peon shall be allotted a number of beats according to the distance, situation and accessibility of the villages comprising each beat. To equalise the work of peons, fresh distribution of beats among them should be made at such intervals as the Judge in charge may direct.

(3) Processes for a particular beat should except in urgent cases be ordinarily made over for service to the Nazir by the office concerned at least two days before the day of departure of the peon for that beat.

**113.** Processes made over to the Nazir for service must be returned by him to the issuing Court as soon as possible after they are received back from the peons so as to reach such Court for scrutiny in sufficient time and at least two clear days before the date fixed for hearing of the case or matter.

**Note.**—When processes are returned unserved a considerable time before the date fixed for hearing, it shall be the duty of the Nazir to give out the process for re-service if there is sufficient time before the hearing.

See also paragraph 5, Civil Suit Instructions Manual, 1935.

**114.** The following processes may be executed by special peons:—

- (i) Warrant for arrest of a person.
- (ii) Warrant for attachment of moveables.
- (iii) Any other process ordered by the Court either *suo motu* or otherwise to be so executed.

**Note.**—More than one peon may be deputed for the execution of any process where there is such a direction of the Court to that effect.

**115.** When not employed in serving processes, process-serving peons should be employed in miscellaneous work in the Courts and offices.

**Note 1.**—As to employment of process-serving peons in miscellaneous work, see also Bengal Judicial Resolution No. 3384 J. of 31st October 1903, reproduced in "Guide to Laws and Orders in Force in Bengal," 1925, Volume X, page 48.

**Note 2.**—No process-serving peon shall be employed in doing clerical work for the office.

**Note 3.**—Process-serving peons when on duty in Court and out on process-serving work, must always wear and display their standard badges.

**Note 4.**—Process-serving peons must report themselves to the Nazir and make over to him the diary and all processes with which they were entrusted for service immediately on return to headquarters from a journey. The Nazir must see that this rule is strictly obeyed by each peon and report cases of non-compliance to the Judge in charge.

**Note 5.**—(a) During the interval between return to headquarters and departure for service of processes, peons must attend office punctually at the hour prescribed in rule 6 *ante* when a roll-call shall be taken every day and perform such miscellaneous duties as may be assigned to them.

(b) When signing the Attendance Register everyday, the Judge in charge should from time to time ascertain whether all peons at headquarters have actually come to Court and taken up the duties assigned to them and also inspect the process-registers and diaries in order to see whether the peons who were to have returned from mufassil have come back within the due date.

**116.** (1) The Nazir at district headquarters may, if considered necessary, be deputed in the interior to verify either before or after the disposal of cases a certain proportion of the returns of processes issued by the Civil Courts in the district to be fixed by the District Judge. The selection of processes should be made after calling for a report from the Courts of processes which are regarded as suspicious.

(2) During the Nazir's absence on such duty, the senior Naib-Nazir or a clerk shall be appointed as cashier on the condition laid down in the note to rule 854, but no application will be entertained for increase of staff on this account.



## CHAPTER 4.

### FOREIGN PROCESSES.

#### 1. Service in places outside British India.

**117.** The provisions of the Civil Procedure Code as to service outside British India (Or. 5, rr. 25 and 26; Or. 16, r. 8; Or. 48, r. 2) are applicable to the service of summonses to appear and answer, notices of appeal, summonses to give evidence or produce documents and generally to all orders, notices and other documents required by the Code to be served.

**118.** The main provision of the Code for service outside British India is that such service shall be by post. The summonses shall be forwarded to the defendant and not to a British or foreign official for service upon him.

**119.** (1) A summons should be sent by registered post and if the defendant does not appear or is not represented, proof should be given (i) that at the time of the service the defendant ordinarily resided and was actually residing at the foreign place in question, and (ii) that a cover correctly addressed to him, containing the summons was posted, the postal acknowledgment being produced or annexed to the affidavit.

(2) Service by post while necessarily confined to cases where there exists postal communication between the place where the Court is situate and the place in which the person to be served resides, will in practice cover the great majority of cases and resort is not to be had to any other method for service upon persons outside British India save for sufficient reason.

(3) The principle is that though there are other methods of service, *e.g.*, through official channels, the Code *does not require* service outside British India to be made by official channels.

**120.** (1) The special provision made by cl. (a) of r. 26 of Or. 5 is intended for service on persons in Indian States, and is not applicable to Great Britain or British possessions generally; still less to foreign countries: but only to territories under or connected with the Indian Government.

(2) By notification No. 322-I., dated 15th May, 1929, the Governor-General in Council directed that a summons issued by any Civil or Revenue Court in British India for service within the limits of the jurisdiction of a Court established or continued by the authority of the Governor-General in Council in any territories within the limit for the time being of the Indian (Foreign Jurisdiction) Order in Council, 1902, shall, if sent to such Court, be served by that Court in the manner provided by the Civil Procedure Code and after being so served be returned with such an endorsement under the hand of the Judge of the Court as is mentioned in Or. 5, r. 26 of the Code (*cf.* Appendix I to this Part).

(3) Clause (b) of r. 26 of Or. 5 is not however limited in scope in the same manner as clause (a).

(4) By Notification No. 323-I., also dated 15th May, 1929, a large number of Courts in States in direct relations (a) with the Government of India and (b) with Local Governments (*see* Appendix II to this Part) were brought under cl. (b) of r. 26.

[This list of Courts was sent to District Judges by the High Court (G. L. No. 5, dated 18th February, 1930).]

(5) Clause (b) of the rule can however be applied by the Governor-General in Council to foreign territories generally and certain Courts in certain foreign countries have also been notified under cl. (b).

The list, corrected up to 1st January, 1933, is as follows:—

*Iraq*.—All the Civil and Revenue Courts (6th June, 1923, Home Department Notification No. F. 290-23 Judl.)

**Note 1.**—When the correct designation of the court concerned is unknown summonses should be addressed to the Iraq Ministry of Justice, Baghdad.

*Kenya*.—The Civil Courts (4th June, 1924, Home Department Notification No. F. 811-23 Judl.)

*Nepal*.—The Courts mentioned in Home Department Notification No. F. 576-24 Judl., dated 15th August 1925 (*see* Appendix III to this Part).

*Persia*.—The Civil Courts (3rd May, 1928, Home Department Notification No. F. 840-25 Judl.)

**Note 2.**—Though the Civil Courts in Persia have been notified under Or. 5, r. 26(b) it appears from Home Department letters Nos. F. 578/31-Judl., dated 30th June, 1931, and F. 864/32, dated 19th September, 1932, that summonses should not be sent by post to such Courts direct but should be sent through the Local Government to the Government of India who will transmit them to the British Legation at Teheran [*cf.* G. L. No. 35 of 1932].

**Note 3.**—It may be observed that certain foreign Courts notified under sec. 29 of the Code have not been notified under cl. (b) of r. 26 of Or. 5.

**121.** Subordinate Courts are in no circumstances to send processes of any kind for service to Consuls or Ambassadors or Diplomatic Agents whether British or Foreign. [This does not apply to Political Agents in cases within Or. 5, r. 26, cl. (a).]

**122.** Apart from the special cases provided for in Or. 5, r. 26, subordinate Courts are not authorised by the Code to send processes for service direct to any Court outside British India (*see* sec. 28, Or. 5, rr. 21 and 23).

**Note 1.**—Much difficulty has been caused by bad practice in this respect. *Prima facie* for a Court of one country to address directly the Court of another country is irregular and improper: to send process for execution is even worse. Unless special arrangement has been made between the two countries or the foreign country is known to be willing that its Courts should receive processes for service for British Indian Courts directly, the only proper mode by which a Court in a foreign country can be addressed is by letter of request forwarded through the diplomatic channel. So far as *service of processes* is concerned the Code by the direction for service to be made by post upon the individual concerned (Or. 5, r. 25) intends to obviate all unnecessary formality and all difficulties as to collection, etc., of costs of service.

**Note 2.**—As to *Siam*, it has been pointed out that the procedure laid down below shall be followed in the issue of summonses and other legal processes for execution in Siam: (a) They should be drawn up in proper form, and if not type-written should be written in ink; (b) they should be written in English; (c) full translations in English should accompany all vernacular documents forming enclosures; (d) the returnable date should be sufficiently long for execution and return of the document to India before the date of next hearing; (e) they should

be forwarded through the High Court and the local Government to the Government of India for being sent to His Britannic Majesty's Consul-General at Bangkok (Notification No. F. 1160/33-Judl., Home Department, dated the 16th April, 1934). The names and addresses of the individuals upon whom service is desired should be stated clearly in the forwarding letter (Notification No. F. 734/34-Judl., Home Department, dated the 4th October, 1934).

The same procedure should be followed in the issue of summonses, etc., for execution in the Netherlands. The necessary documents should be forwarded through the High Court and the local Government to the Government of India for transmission to His Majesty's Consul-General, Batavia (Notification No. F. 481/33-Judl., Home Department, dated the 11th May, 1933).

**Note 3.**—There appear to be at least two cases of Courts outside British India which have not been brought within Or. 5, r. 26 but to which process may be sent direct for service without objection on the part of the foreign authority:—

(a) *Chandernagore*.—Where service by post is not possible, processes for service may be sent to the Judge President, Chandernagore and the fees as prescribed from time to time are to be remitted therewith.

**Note 4.**—Reports of service or communications from the French authorities are sent in French and the French authorities should not be asked to translate them into English. If adequate translations cannot be obtained locally, the papers may be sent to the Under Secretary to the Government in the Political Department for the purpose.

(b) *Straits Settlements*.—There is no objection to the Judge of a Court in India sending the process of his Court direct to the corresponding Court in this colony for service. Thus a District Judge in British India may send processes for service to a Court of Requests in the Straits Settlements. Such processes should be accompanied by a letter requesting service and by fees for service (25 cent or a dollar for each defendant) and for return postage. Fees to be sent by Post Office Order and not in stamps. (This procedure is not advised).

**123.** Where service is not to be effected by post under r. 25 of Or. 5 or by transmission to a Court to which r. 26 of Or. 5 applies, subordinate Courts should adopt (except in the case of Chandernagore *see supra*) the method of Letter of Request. This is to be addressed to the foreign Court in question if known. If the appropriate Court is not known, the name may be left to be filled in afterwards. It is to be forwarded through the High Court and Local Government to the Government of India for transmission by the appropriate official channel.

**124.** (1) Processes intended for service through official channels on individuals resident in foreign countries, shall be forwarded through the High Court to the Local Government for transmission to the Government of India for necessary action.

(2) Such processes shall be accompanied by an explanation to the High Court of the reasons why the service is not made by post under r. 25 of Or. 5. Where in the opinion of the High Court no sufficient reason is disclosed the process shall be returned to the issuing Court and shall not be forwarded to Government. Such processes shall also be accompanied by a translation of all documents into the language of the foreign country within which the service is to be made.

**125.** All Courts when issuing process for service outside British India should take care that the time limited for appearance or returnable date shall be such as to enable the process to be served and the person served to do what is required of him. This applies to all forms of process and to all methods of service.

**Note.**—Repeated complaints on this score have been received from foreign countries who very properly object to their Courts or officers being asked to serve within their jurisdiction summonses, *e.g.*, to appear before a Court in British India on a date already past or otherwise impracticable. Both Iraq and the Straits Settlements have suggested that the returnable date should be at least three months after the date of despatch of the process.



**126. (1) Service in Bikaner State.**—Summonses, notices, diet money, etc., should be sent to the Secretary, Foreign and Political Department, Bikaner State, instead of to the Prime Minister.

**(2) Service in Tripura State.**—Process of British Indian Courts for service in Tripura State are sent to the Political Agent, Comilla, through whom they are received by the Munsif's Court of the place where the person to be served resides.

The list of process-fees will be found at Appendix IV, to this Part.

**127. Service in Cooch Behar State.**—Processes of British Indian Courts for service within the jurisdiction of Cooch Behar State are sent to the Cooch Behar Court with a remittance of the process-fee of Re. 1 prescribed by the State by money order.

**128.** The Secretary of State has intimated that he cannot undertake the service of processes under Or. 5, r. 28 on soldiers residing in Europe. This rule applies only to the transmission of summonses against soldiers to their commanding officers in India.

## 2. Service of Foreign Processes.

**129. (1)** The provisions of the Code as to service within British India of the process of Courts situate beyond the limits of British India (secs. 29 and 31), apply not only to "summonses to appear and answer" (which should be construed to include all civil citations) but also to summonses to give evidence or to produce documents or other material objects.

**(2)** The right to send summonses direct to a British Indian Court for service exists only if the issuing Court abroad is a Civil or Revenue Court, which is either (a) established or continued by the authority of the Governor-General in Council, or (b) notified for this purpose in the *Gazette of India*.

**(3)** The Courts to which sec. 29 of the Code has been declared by notification to be applicable are (corrected up to 1st January, 1933), as follows:—

I. In States in direct relations with (a) the Government of India and (b) Local Governments.

The Courts specified in Notification No. 323-I., dated 15th May, 1929 (*see* Appendix II to this Part).

II. *Straits Settlements.*—The Courts in the Straits Settlements; (16th February 1909 Home Department Notification No. 244, Judl.).

III. *Ceylon.*—The Courts in Ceylon. (16th February, 1909, Notification No. 247).

IV. *France, Spain, Belgium, Russia and Portugal.*—The Civil Courts (3rd February, 1913, Notification No. 852C. *See* Note 2 below).

V. *Iraq.*—All the Civil and Revenue Courts in Iraq. (6th June, 1923, Home Department Notification No. F. 290/23-Judl.).

VI. *Kenya.*—The Civil Courts in Kenya. (4th June, 1924, Notification No. F. 811/23).

VII. *Egypt.*—The Egyptian Mixed Courts (31st May, 1918, Notification No. 369).

VIII. *Japan.*—The Civil Courts in Japan (25th November, 1920, Notification No. 1924. *See* Note 3 below).

IX. *Nepal.*—The Courts specified in Notification No. F. 576/24J., dated 15th August, 1925 (*see* Appendix III to this Part).

X. *Persia.*—The Civil Courts in Persia (3rd May, 1928, Notification No. F. 840/25).

**Note 1.**—By agreement between the Governments of India and Persia it would appear that summonses from Persia will only be sent to British Indian Courts through the diplomatic channel (*cf.* Home Department letter No. F. 578/31, dated 30th June, 1931, enclosed with G. L. No. 6 of 1931).

**Note 2.**—As regards service of processes from the Civil Courts of France, Spain, Belgium, Russia and Portugal (1) no charge is to be made for service of such processes, (2) translations in English will accompany the processes and other papers, and (3) the privilege extends only to processes forwarded to the subordinate Courts for service through the High Court [G. L. No. 4 of 2nd June, 1913, and No. 11 of 10th December, 1915].

**Note 3.**—While the Civil Courts in Japan have been notified under sec. 29, the Government of India appear to have stipulated with Japan that (1) translations in English must accompany writs and other papers and (2) writs must be sent through the British Ambassador at Tokyo to the Government of India (*cf.* enclosures sent with Home Department letter No. 1956, dated 8th December, 1920).



## CHAPTER 5.

### PRODUCTION OF PUBLIC DOCUMENTS AND RECORDS.

**130.** (1) Attention is invited to r. 10 of Or. 13 which states the law as to the production of court records. The principle of sub-rule (2) of that rule may well be applied to other public records.

(2) Affidavits under Or. 13, r. 10 (2) setting forth the necessity for production of records, are required to show not merely that the record is material to the suit, but how it is material; also that the applicant cannot without unreasonable delay or expense obtain a duly authenticated copy or in what way the production of the original is necessary.

**131.** Subject to any provision of the law to the contrary, the originals of public and municipal records should not be called for when duly authenticated and certified copies of the same are admissible in evidence and will serve the purpose for which the records are required.

**Note.**—All subordinate Courts should take special care to prevent the unnecessary production in Court of public documents as defined in sec. 74 of the Indian Evidence Act, 1872, or documents forming part of public documents or in public custody. When such documents are called for, the Court calling for them shall state the circumstances which render the production of the documents necessary. When, however, the Collector or other public officer in charge of the documents, has been summoned under Or. 16, rr. 1 and 6, of the C. P. Code, to produce in Court a certain document, it will be his duty to send it to the Court; but such officer may at the same time, in person or by letter addressed to the Court, object to the production of the document under section 123 or section 124 of the Indian Evidence Act (I of 1872), stating the grounds of such objection. On an objection being made, it shall be the duty of the Court to consider and decide according to law if it should compel the production of such document.

**132.** (1) When the Collector or other public officer in charge of documents has been summoned under Or. 16, rr. 1 and 6 to produce in Court a certain document or record, or when the Court has sent a requisition for a record from any Court or office under Or. 13, r. 10, it shall ordinarily be sent by registered post. If, however, owing to excessive weight or any other special reason, the documents or records cannot be sent by registered post, they should be sent by rail.

(2) It is not intended to prohibit the practice of sending records by a special messenger when such a course is considered advisable, *e.g.*, when the document to be sent is a State document of importance, etc., etc.

**Note 1.**—When a record is sent to a Court by an officer or messenger, or when a Government servant has to bring the record and appear as a witness to prove custody or to depose to any fact in his official capacity in private cases, he should get actual travelling expenses under rule 703 (3) (b), [See also, Note 1 to rule 703 (7).]

**Note 2.**—When a non-gazetted or a menial Government servant of any rank is despatched as a messenger with any record or document from one Court or office to another at the same station, the actual expenses incurred, if any, may be charged to Government as contingent expenditure, provided the head of the office certifies that the charge was unavoidable [vide Bengal Audit Manual, Chapter VI, rule 106 (19)].

**133.** When any public document (not being the record of a suit or of a judicial proceeding) or a document in public custody has been produced in Court in compliance with a summons, and the officer from whose custody it has been produced, desires its prompt return, the Court shall, after the document has been inspected or put in evidence, as the case may be, cause it to be returned with the least practicable delay to such officer, after the preparation of such copy as the Court may require under Or. 13, r. 5 (2) unless its detention is considered to be necessary till the delivery of the judgment. The expense of preparing such copy shall be borne by the party adducing the particular document as evidence.

**Note.**—As to documents called for from private persons, see rule 487.

**134.** When a record is called for, except by superior judicial authority or by a Civil Court acting under Or. 13, r. 10, the Court or officer calling for it shall state the circumstances which render its production necessary. The Judge may decline to forward it, if in his opinion no sufficient grounds are shown. It is improper and inconvenient that records of Courts of Justice should be sent to other public officers or functionaries. If a reference to their contents is required, the proper procedure is ordinarily to obtain copies of the requisite papers.

**Note 1.**—All Judges of every grade should exercise a careful discretion in acting under the provisions of Or. 13, r. 10.

**Note 2.**—For form of letter calling for records under Or. 13, r. 10, see Form No. (M)10, Volume II.

**Note 3.**—The attention of all Civil Courts subordinate to the High Court is invited to items 27 and 28 of the First Schedule to the revised Taxation Rule 74, Chapter XXXVI, of the "Rules of the High Court, Original Side, 1914," published in Part II, at page 1536, of the *Gazette of India*, dated the 28th October, 1922, regarding the fees chargeable for the production of records in the custody of the High Court, Original Side, Calcutta, reproduced below:—

Rs. a. p.

- |  |     |     |       |
|--|-----|-----|-------|
| 27. For production by an officer of Court in any other Court or Tribunal or before any Commissioner of the records of any suit or matter, exclusive of travelling expenses | 8   | 0   | 0     |
| 28. For production by post (exclusive of postage, registration and insurance fees)   | ... | ... | 4 8 0 |

In making requisitions for the production of records or documents from the High Court, Original Side, subordinate Civil Courts should send in *court-fee stamps* the fees specified above, in addition to travelling expenses or fees for postage, etc. When an original document is required to be produced by post, a certified copy of the document should be forwarded with the requisition.

**Note 4.**—In all cases when an original record is called for from the High Court, the court calling for the record should state clearly the reasons which make its production necessary, and forward with the requisition a certified copy of any document forming part of Part I of the High Court record specified in rules 6 and 8, Chapter XV, Rules of the High Court, Appellate Side, 1922, (to be returned with the document called for when the requisition is complied with) except with regard to the following documents, in which instances, certified copies may be dispensed with:—

- (i) applications for substitution, addition or removal of parties and the affidavits filed therewith,
- (ii) applications for the return of documents from the records of Civil or criminal cases, and
- (iii) memorandum of appeal and the memorandum of cross-objections in civil cases and the memorandum of appeal (or petition or revision, or letter of reference) in criminal cases, when these have been printed in the paper-book of the case.

In regard to papers forming Part II of the High Court Record, no certified copy need be sent unless otherwise instructed.

**Note 5.**—When a record or document is requisitioned from the High Court, Appellate Side, on the application of a party under Or. 13, r. 10, a searching-fee of rupees one shall be realised in court-fee stamps in addition to the fee prescribed under article 1A, Schedule II, Court-fees Act.

**135.** Requisitions made under the provisions of Or. 13, r. 10, by subordinate Courts for the production of records of cases pertaining to, and in the custody of High Courts other than High Court at Calcutta, or Courts subordinate to such other High Courts, should be transmitted through the High Court at Calcutta, and should be accompanied by a copy of the affidavit referred to in the rule above quoted, together with a duly certified translation into English if such affidavit be in the vernacular.

**136.** When, in the course of proceedings in a Criminal Court, it becomes necessary to refer to the contents of records deposited in another Court, the ordinary procedure is to require copies of the necessary papers to be filed. It frequently happens, however, that in the course of a criminal trial the production of an original record becomes necessary. In such cases the Court where the record is deposited shall comply with the requisition of the Criminal Court requiring its production. Judges or Magistrates making such requisitions are, however, required to state therein that the production of the original is necessary, and the reason of the necessity. If the Court receiving the requisition is of opinion that the reason given for requiring the production of an original record, instead of a copy, is insufficient, it should nevertheless comply with it, reporting the matter for the consideration of the High Court.

**137.** Whenever public documents or records received from any Court or office are no longer required, they shall be returned immediately.

**138.** The attention of all Courts is drawn to the following Government Resolution No. 1538, dated the 13th May, 1891, regarding the production of Post Office records, issued by the Director-General of Post Offices:—

A summons from a Court of Civil or Criminal Jurisdiction to produce any of the records of a Post Office, or a certified extract from or copy of any of such records, must be complied with. The receipt of such a summons, and such particulars as are known to the Postmaster regarding the case, should be at once reported to the Postmaster-General, in case he should see fit to raise any objection in Court under sec. 123 or sec. 124 of the Indian Evidence Act (I of 1872) to the production of any of the records. When any journal or other record of a Post Office is produced in Court and admitted in evidence, the officer producing it should ask the Court to direct that only such portions of the record as may be required by the Court shall be disclosed.



## CHAPTER 6.

### GUARDIANS AD LITEM OF MINOR DEFENDANTS AND RESPONDENTS.

#### A.—In Original Suits.

**139.** (1) Where there are both major and minor defendants and there is no appearance, the guardian, with a view to obtain instructions in the case, should communicate with the natural guardian of the minor and ordinarily with the major defendants by registered reply post-card in which the subject matter of the suit should be briefly stated.

**Note 1.**—If a pleader is appointed in a case where there are both adult and minor defendants having the same interest, the pleader who represents the former should ordinarily be appointed guardian *ad litem* of the latter (*see*, Note 4 to rule 60).

**Note 2.**—When the plaintiff is allowed to sue in *forma pauperis* the guardian *ad litem* of minor defendants (where necessary) should be an officer of the Court.

**Note 3.**—Where the number of major defendants is numerous, the guardian should seek the Court's instruction as to how many and which of them he should communicate with.

(2) Where the sole defendant is a minor, the aforesaid communication should be addressed to his natural guardian, and in any case where the interests of the minor require, may be addressed to persons other than those who are actually parties to the suit.

(3) If no response is received to the communication mentioned in sub-rules (1) and (2) or if the response is not helpful and the guardian is unable to have a personal interview with the defendants or their agents, he should report the fact to the court in writing, with a statement of the circumstances, and apply for leave to go to the locality for necessary enquiry.

(4) The guardian's report on such local enquiry, if permitted, should contain the following particulars:—

(a) Date and hour of departure for the locality.

(b) Mode of journey, viz., whether by rail or steamer or boat or road.

(c) Date and hour of reaching the locality.

(d) The names of persons who identify the minor.

(e) Age of the minor as stated by the minor's people and as estimated by the guardian.

(f) The names and residences of persons in whose presence the enquiry is held.

(g) Whether the minor has any defence.



- (h) If there is defence what is the nature of it and what benefit is expected to accrue to the minor out of the defence.
- (i) Whether the minor or his people are able and prepared to meet the costs of the defence, and if not, what is the probable amount of such costs.
- (j) If no defence is filed, the reasons thereof together with the statements of the persons on whose report the decision is arrived at.

(5) In case the court refuses to grant leave for local enquiry, the guardian will proceed according to the instructions of the court given in each case.

(6) Where in response to the communication mentioned in sub-rule (2) or otherwise, the minor or his natural guardian, or any other persons on his behalf, come and see the guardian, his subsequent proceedings and report should conform as far as applicable to sub-rule (4) (g) to (j).

(7) The guardian's report mentioned in sub-rules (4) and (6) may contain such other facts as he may think necessary to bring to the notice of the Court.

(8) Where no response is received to the communication mentioned in sub-rules (1) and (2) and no local enquiry is also ordered by the Court, it shall be the duty of the guardian on a careful scrutiny of the plaint and examination of the record of the suit, if necessary, to find out if there are any *prima facie* defects or legal defences therein as may inure to the benefit of the minor and to bring the same to the notice of the Court in his report. He should in all cases certify in his report that he has taken all possible care in this respect and if he does not find any material for contest shall state that he sees no ground for contest.

(9) In petty rent suits and money suits the court shall exercise stricter vigilance before granting leave to the guardian *ad litem* to go to the locality for enquiry.

**Note.**—The above rules have no application to suits for arrears of rent under the Bengal Tenancy Act in view of sec. 148 (h) of that Act (as amended by Bengal Act IV of 1928) unless in any case a person other than the natural guardian of the minor defendant is appointed guardian *ad litem* by the Court on its declining to treat the natural guardian as the duly appointed guardian on failure to appear and object after service of notice.

### B.—In Appeals.

(10) The foregoing rules will apply *mutatis mutandis* to the guardians of minor respondents, subject to the following rules.

(11) If no response is made to the registered post-card mentioned in sub-rule (1), the guardian should, before applying for leave to go to the locality, similarly communicate with the pleader who conducted the case in the lower Court on behalf of the minor or his predecessor-in-interest, and ascertain from him, if possible, the probable cause of the non-appearance of the minor, reporting the result to the court.

(12) If the step taken under the last preceding sub-rule does not elicit any satisfactory results, the guardian should consult the record and submit a report to the court in which he should state whether in his opinion the judgment and decree of the lower Court can be supported and if such opinion is in the affirmative, why he should not argue the case himself before the Court. A written note on the merits of the case should accompany the report and he should in all cases follow the instructions in sub-rule (8) and append the certificate referred to therein.

(13) An amount estimated to cover the actual travelling and halting expenses of the guardian, not exceeding the scale laid down by rule 140, will be required by the Court to be deposited by the party at whose instance the guardian is appointed before an order is passed for a local enquiry mentioned in sub-rule (3). The amount so deposited or so much of it as may be found due will be paid out to the guardian when he has submitted his report mentioned in sub-rule (4).

(14) The fee prescribed by the High Court and the actual postal charges for communication mentioned in sub-rules (1), (2) and (11) will be deposited into court before appointment of guardian *ad litem* and paid to the guardian on submission of his report.

**Note.**—As to fees for guardians *ad litem*, see rule 715.

**140.** The rate of travelling allowance to be allowed to the guardian, both in the case of an original suit and of an appeal, shall be his actual fare each way according to the class by which persons of his rank and station in life would ordinarily travel with a daily fee not exceeding Rs. 4 for the days he may be away from the headquarters excepting the days on which the guardian is actually travelling.

**Note.**—Where the journey is by any kind of conveyance by road or water regard should be had to the scale laid down in rule 703 (5) (b).



## CHAPTER 7.

### FIXING OF DATES AND ADJOURNMENTS.

**141.** When witnesses are in attendance for any party, the fact should be noted in the order-sheet. In every case adjourned for hearing or for further hearing, a specific order should be recorded directing the witnesses who have attended but who have not been examined, to attend on the adjourned date, and it shall be the duty of the Bench Clerk to communicate the order to the witnesses (*see also*, rule 465). On the application of a party, the Court may in a fit case require a witness in attendance to furnish security to attend on the next or any other date of hearing [Or. 16, r. 16 (2), C. P. Code].

**142.** The time given should vary according to the purpose for which an adjournment is granted. While sufficient time should be given to litigants to enable them to take the necessary steps towards getting their cases ready for hearing, not more than one adjournment for the same step ought generally to be required.

**143.** When an adjournment is ordered, a future date ought not to be fixed at random as a matter of form. The circumstances of each case, as for example, the distance witnesses have to travel, and sometimes the season of the year, as well as the state of the files and, as far as possible, the prospect of the case being heard, should be considered. It may well be that in some instances it is less hardship to detain witnesses from day to day than to discharge them, requiring them to return after a considerable interval. In every case, however, the adjournment must be to a day certain [Or. 17, r. 1 (2)] and no judicial proceeding of whatever nature shall be postponed *sine die*: provided that in a suit in which a preliminary decree has been passed, the Court may adjourn the proceeding *sine die* with liberty to the party entitled, to apply for the passing of a final decree within the period of limitation (*Lachmi Narain v. Balmakund*, 29 C. W. N., 391 P. C., at page 394).

**Note.**—The High Court does not issue judicial orders by telegram, and the action to be taken by a Court in regard to telegrams said to have been received by a party or his legal adviser communicating the substance of an order of the High Court is one for the discretion of the Court. A Court, if informed by a responsible advocate or pleader that, for instance, a proceeding pending before it has been stayed by the High Court, *may in its discretion* grant a short adjournment sufficient to allow of the authoritative orders being received by post, but no adjournment can be demanded as of right on the strength of a private telegram.

**144.** (1) The number of cases fixed for each day for peremptory hearing and other purposes should be severely restricted to such a number as, after making allowance for unavoidable postponements, the Court may reasonably expect to be in a position to deal with.

**Note 1.**—A careful scrutiny of section B of the revised monthly statement in Form No. (S) 1 will enable the District Judge to have an idea as to how far this rule is being followed.

**Note 2.**—All presiding Judges are reminded of the many grave evils attendant upon the fixing of an excessive number of cases for any one day. It is a great hardship to parties if cases fixed for peremptory or final hearing are not heard on the day so fixed but are repeatedly adjourned on account of the Court's inability to finish the day's Cause List for want of time.

**Note 3.**—Presiding Judges should, personally attend to the fixing of dates, especially in contested cases on the peremptory list, after making an estimate of the time that each case may occupy, so as to ensure almost invariably that the work fixed for a particular day will be done during the course of that day. In no case shall the work fixed for the day exceed what is absolutely necessary to make reasonably sure that the Court's time shall be fully occupied. Ordinarily this should not exceed by one-fourth the work that a Court can reasonably expect to finish.

(2) After all steps preparatory to commencement of trial have been taken by the parties and a case has passed through its preliminary stages, the date for peremptory hearing should be fixed with a fair certainty of its being taken up for trial on the date so fixed. If the state of the file and the nature of the case be such that it cannot be heard before three to six months or (where the congestion is very bad) nine months or even a year, it is highly undesirable that the suit should continue to be adjourned from month to month during this period, although neither the parties nor the presiding Judge expect for a moment that it will be actually taken up for hearing on any of the dates so fixed.

(3) In fixing peremptory dates for hearing the principles to be observed are:—

- (a) that cases should not have dates fixed without something approaching to certainty that they will actually be finally heard on the date so fixed;
- (b) that all cases should be brought to trial in order of their age no matter what may be their comparative length or difficulty.

**Note 1.**—The rule as to the hearing of cases in their chronological order may be overlooked in the case of simple money, rent and ejectment suits, suits under section 9, Specific Relief Act and other suits of an urgent nature, the speedy disposal of which is required for the convenience of the litigants. (*See also*, rule 329.)

**Note 2.**—As to the manner in which peremptory hearing dates should be fixed and other directions in this connection, *see also* paragraph 18, Civil Suit Instructions Manual, 1935.

**145.** (1) On the last working day in every week, a list in the prescribed Form No. (M) 3 of the suits, petitions, applications, appeals and other cases fixed for peremptory hearing on each day of the next week shall be posted on the notice board of the Court. The list shall set out the description, serial number and short cause title of each case and the names of the advocates or pleaders appearing therein.

(2) This list should be prepared under the personal direction of the presiding Judge and in arranging the cases, precedence shall be given to the older cases and also to cases which have already been adjourned on one occasion or more after peremptory date fixed. The cases shall be called on and taken up ordinarily in the order in which they stand in the list. Any case adjourned from one to another day of the week shall also be subsequently inserted in the same list.

**Note 1.**—(a) The list shall be signed by the presiding Judge who should see that it is stuck up at the sitting hour of the last working day of the week preceding the week to which the list relates.

(9) Lists shall be prepared in English and shall remain posted for one week after which they shall be filed in the office. At the end of every quarter the list of the previous quarter shall be destroyed.

**Notes 2.**—Owing to the difficulties known to be experienced in maintaining the lists as laid down above, the High Court favour the maintenance of a register in the same form in which the necessary entries shall be made and signed by the presiding Judge as indicated above. The register shall be laid at some conspicuous place in the court-room on the day and at the hour indicated in Note 1 and shall be made available every day thereafter for inspection by parties and pleaders.

**148.** In dealing with applications for adjournments, Courts shall be guided by the following instructions:—

(1) Adjournment is a matter entirely in the discretion of the Court [Or. 17, r. 1 (1)]. Upon an application for adjournment, the Court shall consider the interests of all parties and the particular circumstances of the case. Adjournments granted otherwise than on full and sufficient grounds tend to encourage laxity and negligence and are a hardship upon parties who are ready.

(2) A date for peremptory or final hearing, once fixed, shall, so far as is practicable, be strictly adhered to and no adjournment granted except for very good and sufficient cause. Laxity or want of firmness in the matter of adjournments in peremptory cases, causes a serious waste of time of the Court and much inconvenience and expense to suitors and witnesses, especially to those whose means are limited, and who cannot afford the frequent loss of a day's earnings by attendance at the Court. Adjournment orders in such cases should contain reasons for the adjournment and shall be drawn up in the hand of the Judge.

(3) The absence of the advocate or pleader of a party, or want of preparation on his part, whether arising from insufficient instructions, or otherwise, shall not of itself be a sufficient ground for an adjournment.

(4) A number of Courts are inclined to grant adjournment merely because the party at fault is prepared to pay costs, or because both sides apply for adjournment. Courts should bear in mind that the offer of costs or the fact that both sides are willing to get an adjournment is not of itself a sufficient ground for an adjournment.

(5) The rules regarding the filing and calling for documents in proper time (Or. 13, C. P. Code) should be strictly observed and parties have no right to ask for adjournments in order to produce documents if by exercise of diligence they could have procured them at the earliest possible stage.

**Notes.**—Attention is invited to the provisions of Or. 13, r. 2 which require that a Court receiving any documentary evidence at any time other than the stage intimated in Or. 13, r. 1, shall record the reasons for so doing.

(6) Arguments should be heard immediately after the evidence closes and a case should not as a rule be adjourned for arguments after all evidence has been given, unless it is long and complicated. If any adjournment is necessary, reasons should be recorded by the presiding Judge and it should never be for any but a very brief period.

**Notes 1.**—Arguments when once commenced shall be heard from day to day and throughout the day until completion. The rule is not observed by devoting only a small portion of each day to the purpose.

**Notes 2.**—It ought not to be necessary to require the pleaders to submit written notes of their arguments. It is the duty of the Judge to take such notes of the

arguments as he thinks fit. If, in some exceptional case, it becomes necessary for the Judge either to require or to receive notes of the pleaders' arguments, such notes ought not to be submitted to the Judge by the pleader on one side without being first submitted to the pleader on the other side [see G. L. No. 7 of 1934, dated the 7th March, 1934.]

**147.** (1) A party who desires an adjournment may give notice in writing to the other party, or his pleader, of his intention to apply therefor in sufficient time before the date fixed for hearing.

(2) A party who desires that the hearing may be advanced may apply therefor by interlocutory application, of which timely notice shall be given to the other party or his pleader.

(3) The party served may give to the other party or his pleader notice in writing that he consents to or will oppose such adjournment or advancement.

(4) On the day appointed for hearing of such application the Court will pass necessary orders granting or refusing the adjournment or advancement.

**148.** Except where an adjournment is granted with the consent of all parties concerned, or where from insufficiency of notice, a party has not had reasonable time to prepare himself, or where an adjournment is necessitated by the business of the Court or the declaration of a holiday or an order to discontinue work for the day, or by the act or default of any other party, the party desiring an adjournment should be ordered to pay the costs thereof.

**Note.**—The stamps on adjournment petitions should not form part of the taxed costs of the suit or proceeding [*vide* rule 189 (2) (ii) *post*.]

**149.** Adjournment costs awarded against a party should be commensurate with the pecuniary loss to which the other party is put and not merely a nominal sum. It should include the expenses (if any) of resummoning the witnesses and a reasonable fee should also be allowed for the advocate or pleader engaged by his adversary. In a Small Cause or Munsif's Court a sum ordinarily not exceeding Rs. 10 and in a Subordinate Judge's or District Court, a sum ordinarily not exceeding Rs. 20 shall be deemed to be a reasonable fee for the advocate or pleader within the meaning of this rule. If any special circumstance justify the granting of a higher fee, reasons should be recorded by the presiding Judge.

**150.** (1) Costs of adjournment, costs when parties are put on terms and compensatory costs, etc., ordered to be paid by a party must not be diverted to any purpose other than that for which they are intended, that is, of recouping the other party for the loss or injury which an adjournment or any other order may involve.

(2) Adjournment costs, except such as are ordered to be paid as condition precedent to the next or further hearing of a case, should *always* be included in the decree. [See, Note 3 to sub-rule (5)].

(3) Where adjournment costs, compensatory costs or any other costs are ordered to be paid as condition precedent to the next or further hearing, or the revival of a case, or the participation of a party in the proceedings, etc., payment of the same to the advocate or pleader of the party in whose favour such order is made, will be a sufficient

compliance with the order, but it shall be the duty of the advocate or pleader to file in Court as early as possible and not later than two weeks, a proper receipt showing that the money received by him has been paid by him to his client or clients and the Court should in all cases insist on the filing of such receipt.

**Note 1.**—The rule as to filing receipt applies also to all such costs deposited into Court in favour of a party and withdrawn by his advocate or pleader.

**Note 2.**—In the case of illiterate clients, the receipt shall be endorsed with their thumb impression.

(4) An advocate or a pleader failing to file the receipt required by this rule shall deposit into Court the costs received or withdrawn by him.

(5) Whenever a person to whom costs of any kind are ordered to be paid as condition precedent, or his agent, or a representative who in the opinion of the Court is competent to receive payment, is present in Court, the money may conveniently be passed direct to the person so entitled or the said agent or representative in open Court and an acknowledgment of receipt obtained forthwith from the person on the order-sheet, the fact being noted by the presiding Judge in the record of the case (*cf.* rules 205 and 748).

**Note 1.**—Such costs when paid into Court must be treated as peremptory receipts (rule 747) and disposed of in the manner prescribed there.

**Note 2.**—While the Courts have full liberty to exercise their discretion in each individual case, the High Court consider that, in the absence of special circumstances, and when the costs allowed as condition precedent do not exceed rupees five, it is reasonable that the party desiring the adjournment should come prepared to compensate his opponent for the inconvenience or loss to which is put, and that the Court will be justified in making the adjournment conditional on the money being paid then and there. In suitable cases, however, the Court may make the next or further hearing of the case on the adjourned date conditional upon the payment of the costs awarded, on or before that date.

**Note 3.**—Where adjournment or other such costs have been paid into Court, the fact of such payment should be noted on the order-sheet by the Sheristadar. It will thus be possible to see from the order-sheet what sum, if any, still remains unpaid. All such costs remaining unpaid shall be entered in the decree as costs in favour of the party entitled to them and set off against the amount, if any, payable by him to the other party under the decree [Or. 20, r. 6 (5)].

**Note 4.**—Adjournment costs are intended to recoup a party's opponent for the loss or injury occasioned by the adjournment and so, when a party paying the adjournment costs eventually succeeds in the case, the party to whom costs were awarded should not be made to refund them by inclusion in the other costs that may be awarded against him in the case.

**151.** It is of the utmost importance that frequent and unnecessary postponements and attendance of witnesses should be consistently discouraged, and a District Judge should call for and scrutinise some of the records of the cases before any of his subordinates who appear, from their explanations regarding long pending cases or otherwise, to be wanting in firmness in the matter.

**Note 1.**—Any tendency towards laxity in the matter of granting adjournment on the part of subordinate Courts should be duly noticed and checked by the District Judge. A careful scrutiny of the revised monthly statement in Form No. (S) 1 and the adjournment statement in the "Short Case Diary" (*vide* rule 18) will enable the District Judge to have an idea as to whether proper discretion is being exercised in the matter of adjournments.

**Note 2.**—This rule is not to be understood as affording any encouragement to the disposal of cases in an arbitrary, hasty or unjust manner in order to show a large numerical disposal of cases. Judges are, however, expected to check deliberate and inordinate delays and to use all judicial means in order to bring cases to trial within a reasonable time.



as the Court may appoint in this behalf, in the immediate presence of the presiding Judge. Where this is not possible sales may be held in another place within the Court premises to be selected by the presiding Judge: provided that the Court executing the decree, may if it sees fit, for reasons to be specified in writing, direct, in the interest of the parties, that the sale be held at any other time and place within its jurisdiction, and when acting under this last-mentioned proviso, shall, except for good reasons to the contrary, give preference as regards choice of time and place to the wishes of the judgment-debtor.

**NOTE 1.**—An order appointing an officer or other person to conduct a sale under Or. 21, r. 65 shall be in writing.

**NOTE 2.**—When sales at district headquarters are not held in the immediate presence of presiding Judges, in their own Courts, they may be held at any other place in the Court premises determined by the District Judge in consultation with the presiding Judges of other Courts, or any of them, as he thinks fit.

**NOTE 3.**—The person conducting the sale is only a recorder of bids and his function ministerial. All bids must be placed before the presiding Judge who shall note acceptance or rejection. No sale is complete till the Court formally accepts the bid and declares the purchaser under Or. 21, r. 84 (*Surendrumohan Sarkar v. Monmathu-nath Bunerji*, I. L. R. 58. Cal. 788).

**188.** When a Court does not accept a bid or orders resale, the reasons therefor shall be recorded.

**189.** (1) In sales in execution of decrees for arrears of rent under the B. T. Act, the Court may, in view of the particular circumstances of the case, fix a reserve price, to be determined as far as practicable with reference to the probable market value of the property, or of the lot or lots into which the property is divided for sale; or make it a condition that the highest bid shall not be lower than the decretal amount and costs and should in either case specify its reasons for doing so.

(2) When leave to bid is necessary, under Or. 21, r. 72, C. P. Code, in cases in which the Court may consider that the applicant should not be allowed to bid for less than a sum to be fixed, it shall be competent to the Court for reasons to be recorded, to give leave to bid at the sale, only on condition that the applicant's bid shall not be less than the amount so fixed by the Court, which amount shall, as far as practicable, be determined with reference to the probable market value of the property or of the lot or lots into which the property is divided for sale.

**190.** All sales of livestock, agricultural produce, articles of local manufacture, and of other things commonly sold at country markets which have not been brought to Court, shall, unless the Court otherwise directs, be held at such market in the neighbourhood of the place where the goods were attached, as may appear likely to be for the greatest advantage of the debtor, regard being had to the prospect of good prices and to the saving of expense in conveyance and carriage.

**191.** If it appears to the Court that immediate sale of movable property in the custody of the Nazir is necessary, *e.g.*, by reason of its being perishable, it may authorise him to sell the same by public auction and may give such directions as to date and place of sale and manner of publishing the same as the circumstances of the particular case demand.

**192.** As soon after the sale of an occupancy holding or a share thereof as possible, the Court shall record an order directing the auction purchaser to file the notices and deposit the fees, required under section 26C(3), B. T. Act, within such time as the Court may allow, which should not be later than the date fixed for confirmation of the sale, and which should not be extended except for good and sufficient reason.

**193.** The proceeds of a sale effected in execution of a decree will only be paid out of Court on an application made for that purpose in writing.

**194.** (1) When a decree-holder applies for leave to purchase under Or. 21, r. 72, no order to set off the purchase money against the amount of the decree shall be made on that application. If a decree-holder-auction-purchaser desires such set off, he shall file a separate application for the purpose at the time of the payment of the poundage fee.

(2) Upon the hearing of such petition, the costs of execution including the poundage fee shall be added to the decree; and in cases in which the amount of the purchase money exceeds the amount of the decree and such costs, the decree-holder-auction-purchaser shall pay into Court the sum of 25 per cent. on the balance of the purchase money after deducting the amount of the decree and of such costs and shall pay the balance at the expiration of fifteen days in accordance with Or. 21, r. 85, C.P. Code.

**195.** (1) When a sale is set aside under Order XXI, rule 89, 90 or 91, C. P. C., or under section 174(1) or 174(3) of the Bengal Tenancy Act, the entire purchase money including the amount deducted for payment of the poundage fee, should ordinarily be refunded to the auction purchaser.

(2) When application to set aside a sale is made under section 174(1) of the Bengal Tenancy Act, or under Order XXI, rule 89, C. P. C., the Court may direct the applicant to deposit the poundage fee and other costs before entertaining the application.

(3) When application to set aside a sale is made under section 174(3), of the Bengal Tenancy Act, or under Order XXI, rule 90, C. P. C., the Court may direct the applicant to deposit the poundage fee and may then include the amount in the costs (if any) recoverable from the executing creditor.

(4) When a sale is set aside under Order XXI, rule 91, C. P. C., the Court may make an order enabling the auction purchaser to recover the poundage fee as part of his costs from the executing creditor.

**196.** Whenever guns or other arms in respect of which licenses have to be taken by purchasers under the Indian Arms Act (XI of 1878), are sold by public auction in execution of decrees, the Court directing the sale shall give due notice to the Magistrate of the district of the names and addresses of the purchasers and of the time and place of the intended delivery to the purchasers of such arms, so that proper steps may be taken to enforce the requirements of the said Act.

**197.** Civil Courts notifying sales of any estate or shares of an estate to the Collector, after the same have been confirmed, should send to the Collector, punctually, in the first week of each quarter, a statement of the sales of estates, or shares of estates, which have been confirmed during the previous quarter. A blank statement is to be submitted if no sales have been confirmed.

**NOTE.**—The statement should be submitted in Form No. (S) 20.

**198.** Whenever the Civil Courts may have occasion to sell, in execution of a decree or other order, any house or other building situated within the limits of a military cantonment or station, they shall, on confirming the sale, forward a copy of the sale certificate to the Commanding Officer of such cantonment or station, for his information and for record in the Brigade or other proper office.

**199.** When after the confirmation of a sale of immovable property an application is made for a certificate of sale and the requisite stamped paper is filed, a draft shall be made in the prescribed form and the original prepared from the draft.

**NOTE 1.**—If the connected record has been despatched to the District Record Room, under the rules for the periodical transmission of records the Court should call for it for preparation of the sale certificates and no cost is leviable from the party for transmission of the record.

**NOTE 2.**—Applications for sale certificate need not bear any court-fee stamp. If no stamps are filed with the application for sale certificates the application should be rejected. If the application is filed with insufficient stamps, reasonable time shall be allowed to file the deficit and on failure to make up the deficiency within the time allowed, the application shall be rejected. In all cases of rejection, the stamps originally filed with the application shall be returned to the applicant whose dated receipt shall be taken in the remarks column of (R) 31.

**NOTE 3.**—For form of certificate of sale of land, see Form No. (J) 52, Vol. 11.

**NOTE 4.**—Sale certificates prepared shall be notified as soon as they are ready for delivery, in a register in Form No. (M) 5, with necessary modifications. Entries will be made in the register from day to day and signed by the presiding Judge, who will see that the register is laid at some conspicuous part of the Court room for the information of all concerned.

**NOTE 5.**—No applications for copies of sale certificates shall be entertained by Civil Courts. If such copies are required, application may be made for the purpose to the Registry Office.

**200.** (1) All certificates of sale of immovable property, besides showing as accurate a description of the property sold as the nature of each case will permit, shall invariably mention the date on which the sale became absolute.

(2) The following particulars should be inserted in every case:—

- (i) The "addition" (as defined; section 2 of the Indian Registration Act, 1908), of the person who is declared to be the purchaser;
- (ii) particulars sufficient to identify the property, as required by section 22 (2) of the same Act;
- (iii) the name of each registration sub-district in which any part of the property is situate.

(3) Where necessary the following particulars may be given in a schedule to the sale certificate:—

- (i) Whether the property sold is subject to incumbrances; if so, the exact nature of the incumbrances. This must be in accordance with what is stated in the sale proclamation.
- (ii) Area.
- (iii) Boundaries.
- (iv) If the property sold is a whole revenue-paying estate, then *tauzi* number on the rolls of the Collectorate.
- (v) If it is a share of a revenue-paying estate, and if separate account has been opened in respect of the same, then the number of the separate account.
- (vi) The amount of revenue payable for the same.
- (vii) If the property sold is a tenure, then the name of the proprietor, and whether the name of the judgment-debtor is recorded in the proprietor's books.
- (viii) If there has been a record-of-rights, then the cadastral survey number of the property sold.

(4) The description given of the property in the certificate of sale must correspond with that given in the sale proclamation prepared under Or. 21, r. 66 of the Code or under section 163 of the Bengal Tenancy Act.

**201.** In the case of sales under secs. 164 and 165 of the B. T. Act, 1885, the certificate of sale should state that the tenure or holding, and not the right, title and interest of the judgment-debtor therein, has been sold.

**202.** After the sale certificate has been prepared from the draft under rule 199 *ante*, both shall be carefully compared. If they are found to agree, the sale certificate shall be made over to the party applying for it and draft shall be certified to be a true copy and forwarded to the Registry Office without delay. On each copy the amount of stamp duty paid on the original certificate under Article 18 of Schedule 1 of the Indian Stamp Act, 1899, as amended by the Bengal Stamp (Amendment) Act, 1922, must be noted. Under Article 24(a) of the same Schedule, such copies are not themselves required to be stamped. In their preparation, however, forms printed on paper of a uniform size, and having a margin for binding, must be used.

**203.** (i) For the purpose of forwarding copies of sale certificates to the Registry Office, civil courts shall use Bengal Form No. 7.

(ii) Copies of sale certificates shall ordinarily be sent in batches accompanied by a single form; if necessary, use should also be made of the reverse of the top half of the form for noting particulars of the copies despatched.

(iii) The printed form must be used by all civil courts irrespective of whether they are situated at the same station as the Registry Office or not.

(iv) Copies of sale certificates, with the prescribed form duly filled in, shall, in the case of courts located at the same station as the Registry Office, be sent by peon and in other cases by unregistered post.

**NOTE.**—Acknowledgments of the receipt of copies of sale certificates sent to the Registry Office shall be numbered and noted in column 12 of the register (R) 31; they shall then be filed in serial order on a new file and made up ultimately into yearly bundles which shall be preserved for three years.

**204.** Each court shall maintain a register in the prescribed Form No. (R) 31 in which only those applications for sale certificate which have been filed with the requisite stamps or with insufficient stamps shall be entered in serial order.

**NOTE.**—This register shall be examined at least once a week by the presiding Judge, who should particularly see that no undue delay is made in calling for records from the record room or in the preparation of sale certificates, and the fact or such examination having been made together with such instructions or remarks as may appear necessary shall be entered by him.

## 5. Arrest, Imprisonment and Release.

**205.** Whenever a person who has been arrested under a civil warrant appears to be too ill to be removed from his residence or other place where he may be found after his arrest and before he is brought to Court, the officer who has arrested such a person shall forthwith report the matter to the Court and shall remain with the prisoner and retain him in his custody until the order of the Court is obtained under sec. 59(2), C. P. Code.

**206.** All Civil Courts when committing judgment-debtors to prison, shall, for the information of the jail authorities, enter the amount due on the date of the decree and the interest and costs of execution subsequent to the decree, separately in the warrant [Form No. (P) 27].

**207.** Warrants for release should not be despatched by a Court after sunset, or, if so despatched, should be endorsed with instructions for release as early as possible next morning.

**NOTE 1.**—The above provisions apply to witnesses arrested under a warrant and detained in the civil prison.

**NOTE 2.**—Release orders under clauses (ii) and (iii) of the proviso to sec. 58(1) C. P. Code, of a person imprisoned in a civil prison shall be in Form No. (P) 28, Vol. II.

## **6. Resistance to Execution (Anticipated and Actual).**

**208.** (1) A decree-holder praying for police help in execution shall state in his application the full reasons thereof, supported, if required, by an affidavit. The Court may further examine the decree-holder or such other persons as it thinks fit touching the necessity of police help. If upon a consideration of all the facts and circumstances, the presiding Judge is of the clear opinion that there are reasonable grounds to suppose that execution will not be effected without serious danger to the public peace, he may, after recording his reason for so doing, make a request to the Superintendent of Police of the district for such police aid as the latter may be able to give in the execution of the writ. It is to be understood that police help is to be regarded as an extreme step and it should not be recommended unless the Court is fully convinced of the existence of a grave emergency.

(2) The requisition to the Superintendent of Police should state in brief the need for such aid, the number and rank of men required, the nature of the process and the place where it is to be executed. It will be for the Superintendent of Police to decide how best and when he will be in a position to offer the help sought.

(a) Costs for police help shall be charged in executing decrees in cases where such help is considered necessary because of apprehensions of violence or obstruction from the judgment-debtor himself. The party concerned shall be ordered to deposit such costs for the service as the Superintendent of Police may require under the rules of the department.

(b) Costs for police aid shall not be levied in cases where police help is required because of conditions of a general character, such as the locality being in a disturbed state or a class of people, similarly situated, being likely to make a common cause with the judgment-debtor and resist execution.

(c) In cases where a levy of costs is ordered, such costs shall be added to the costs of execution.

**NOTE 1.**—It shall be the duty of the Court to decide in each case under which category it falls, that is whether police aid should be given under clause (a) above in which case the party has to deposit necessary costs or under clause (b) in which case no costs are to be charged.

**NOTE 2.**—Police aid shall not be requisitioned or taken in effecting the arrest of judgment-debtors unless it is clear that no other means will possibly achieve the required result.

**200.** (1) When a process-serving peon or other officer in execution or service of any process entrusted to him (e.g. writ of attachment, warrant of arrest, etc.) is resisted or obstructed by the judgment-debtor or any other person; or when property duly attached or the person duly arrested is illegally snatched away from his custody by any of them, he shall immediately send a report to the Court concerned from the place of occurrence.

(2) If the Court upon a consideration of the facts disclosed in the process-server's declaration or affidavit (when called for), supplemented, if necessary, by the examination on oath of the process-server or any other person alleged to have been present at the occurrence, is of opinion that a complaint to a criminal court is necessary in the interest of justice, it shall make a complaint accordingly, carefully observing the provisions of sec. 195(1)(a), Cr. P. Code.

(3) If the case is of sufficient importance and the Court is of opinion that a competent lawyer should be engaged for the prosecution for the ends of justice and better conduct of the case, it should write to the District Judge who will then, if considered necessary, move the proper authority for the purpose.

(4) The Court should, after the termination of the criminal case (if any), make a request to the Criminal Court to forward a copy of the judgment with a view to see whether there has been any adverse finding or comment against the conduct of the peon concerned, necessitating the taking of disciplinary action.

## 7. Execution by another Court.

**210.** An application for the transmission of a decree to another Court for execution shall be made by a verified execution petition and shall state, in addition to the particulars set out in cl. (a) to (i) inclusive, of Or. 21, r. 11(2), any facts relied on by the applicant to bring the case within the terms of sec. 39 and Or. 21, rr. 4 and 5, and shall specify the Court to which transmission of the decree is sought.

**211.** Decrees sent to the High Court for execution under sec. 39, and certificates communicating the result of execution proceedings to the High Court under sec. 41 of the Code, shall be accompanied by covering letters.

**212.** When a decree is to be sent for execution to a Court at another station within the same district, it shall be addressed to the Judge in charge of the Nazarat (unless the name of the particular Court is stated in the application for transfer) where there are more Courts than one, and it shall be the duty of that Court to make it over to the Court within the local limits of whose jurisdiction it is to be executed without the necessity of any application in this behalf.

**213.** If after a decree has been sent to another Court for execution, the decree-holder does not, within six months from the date of the transfer, apply for execution thereof, the Court to which the decree has been sent shall certify the fact to the Court which passed the decree and shall return the decree to that Court.

**NOTE.**—When a decree is executed, the certificate as to the result of execution proceedings required by section 41, C. P. Code, shall be sent by the transferee Court with promptitude.

**214.** Every Court shall maintain a register in the prescribed Form No. (B) 22 showing the decrees transferred to another Court for execution and those received from other Courts. The register shall be in two parts, one for decrees transferred to other Courts and the other for decrees received from other Courts.

### **8. Execution by Civil Courts in India of Decrees of Courts outside India and vice versa.**

**215.** (1) The following countries have been declared as "reciprocating territories" under Explanation to section 44A, C. P. Code. The Superior Courts with reference to those territories are as shown against each territory:—

<i>Reciprocating territories.</i>				<i>Superior Courts.</i>
1. Burma	..	..	..	High Court at Rangoon and all District Courts in Burma.
2. Colony of Aden	..	..	..	Supreme Court of the Colony.
3. Colony of Fiji	..	..	..	Supreme Court of the Colony.
4. The United Kingdom of Great Britain and Northern Ireland	..	..	..	High Court in England Court of Session in Scotland High Court in Northern Ireland Court of Chancery in the County Palatine of Lancaster. Court of Chancery of the County Palatine of Durham.

(2) All District Courts in India and all other Courts whose civil jurisdiction is subject to no pecuniary jurisdiction, have been declared by the reciprocating territories to be Superior Courts, provided in the case of the latter class of Courts, that the decree sought to be filed in the Superior Court of the reciprocating territory is sealed with a seal showing that the jurisdiction of the Court is subject to no pecuniary limit.

# CHAPTER 11

## COMMISSIONS.\*

### 1. General.

**216.** The Presiding officer of every Court should keep a watch on the actual issue of the writ to execute commissions and on the progress in the execution of such commissions.

**217.** (1) Every application for the issue of a commission shall state—

- (a) the grounds thereof and shall, unless the Court is otherwise satisfied, be supported by an affidavit;
- (b) the value of the suit or subject matter;
- (c) the length of time that the execution of the commission is likely to occupy;
- (d) the estimated expenses;
- (e) the details regarding the locality where the commission is to be executed and its distance from the Court, and
- (f) in the case of commission for local investigation or for inquiry into accounts, mesne profits, etc., the specific points on which the inquiry is desired.

(2) If the application is granted, the Court shall, after consulting the parties or their pleaders, estimate the probable duration of the execution of the commission and fix the amount of commissioner's fees, travelling expenses, etc., and direct payment thereof into Court within a specified time, and the commission shall not issue unless the sum fixed by the Court is paid in full within the time limited therefor: provided that the Court may from time to time direct that any further sum be brought into Court by any party.

**218.** (1) Before issuing a commission the Court shall—

- (a) call on the party at whose instance the commission is granted to supply copies of the pleadings or abstracts thereof (if by reason of the length of the pleadings the Court permits the filing of abstracts), and issues for the use of the commissioner;
- (b) satisfy itself that all interrogatories, cross-interrogatories, maps, papers, etc., necessary for the execution of the commission and the costs ordered to be paid, have been put in.

(2) Strict compliance with the orders regarding deposit of commissioner's fees in respect of every commission should be insisted on and except on very good grounds, the time once fixed for the purpose should not be extended.

**219.** (1) Every order for the issue of a commission shall appoint a date allowing sufficient time for its execution and return.

(2) If on receipt of the commission or after starting work in execution thereof, the commissioner is of opinion that the time allowed is insufficient,

---

\*For expenses of commissions, see rule 603 *et seq.*



he should at once refer the matter to the Court for orders stating the extra time required, and must not postpone his application until the time allotted is about to expire. If the application appears to be reasonable, additional time may be allowed, the parties being duly informed of the revised date.

**NOTE.**—Commissioners should not be paid by, nor should they accept directly from the parties any money on account of fee, travelling expenses, etc. All such amounts must be paid into Court and commissioners should draw their fee, travelling allowance and other expenses from the Court in the usual way.

**220.** Commissions should not be executed piecemeal or at intervals. When the work of a commission has once begun, it shall be continued from day to day and throughout the day until it is completed, unless an adjournment is necessary in exceptional circumstances in which case the commissioner should at once inform the Court and seek its directions.

**NOTE 1.**—A day's work consists of six hours.

**NOTE 2.**—This rule does not preclude division of work in big commissions, among several commissioners.

**221.** The diary [Form No. (M) 6] of the commissioners and the bills submitted by them should be scrutinised and passed for the amounts allowed as early as possible after submission of report. If the work is a long one and it cannot be determined whether it has been done satisfactorily and what remuneration would be proper without hearing evidence at the trial and the objections to the report of the commissioner, if any, the Court may allow a reasonable sum to be drawn from the money in deposit before the conclusion of the trial. In the case of a commission involving prolonged work, the Court may permit the commissioner to withdraw from time to time such sum as may appear necessary and reasonable on account of fee, travelling expenses, etc. All such payments before the completion of the work and the final settlement of the bill shall be subject to the condition that if the commission is found not to have been executed satisfactorily, or if the work turns out to be less than was expected, the commissioner shall refund such sum as may be directed by the Court.

**222.** Whenever transmission by post is necessary for issue of a commission, whether to a Court or to a pleader, the papers are to be sent and returned by registered post and the cost of so doing should be realised from the parties.

**223.** All instances of dilatoriness and negligent or unsatisfactory work should be noted in the appropriate column of the Register of Commissions [Form No. (R) 34] and commissions should not be given to persons whose work is found to fall below a reasonable standard of efficiency or punctuality. In suitable cases a report should be made to the District Judge for removal of name from the list of commissioners or such action as may be considered proper.

**224.** In order that District Judges may satisfy themselves that commissions are being fairly distributed and promptly and efficiently executed, a half-yearly statement should be submitted to the District Judge by each subordinate Court showing the particulars required to be entered in the Register of Commissions.

**NOTE.**—Loose forms of the Register of Commissions [No. (R) 34] should be used  
submitting the statement.

**225.** Selection of commissioners must in all cases be made by the presiding Judge himself and the order of appointment written by his own hand. Every care should be taken to ensure a fair and equitable distribution of commissions. (*See*, rule 241.)

## 2. Commissions to Examine Witnesses.

**226.** Whenever application is made for the issue of a commission to examine witnesses, the Court, in exercising its discretion upon the particular circumstances of the case, should require to be satisfied on the following points:—

- (a) That the application is made *bona fide*, e.g., that it is not part of an endeavour to put a particular witness out of the way.
- (b) That it has been made in reasonable time so as to avoid unnecessary delay.
- (c) That the issue upon which the evidence is required is one which the Court ought to try.
- (d) That the witnesses to be examined can give evidence material to the issue.
- (e) That there is good reason why they cannot be examined in Court in the usual way.

NOTE.—For fees of Commissioners, *see* rule 603.

**226A.** Every order directing the issue of a commission for the examination of a witness under Or. 26, r. 4 (*see* also sec. 76, C. P. Code) shall state whether the commission is to be addressed to a Court or to a pleader.

**227.** Commissions under Or. 26, r. 4 (1) (c) of the C. P. Code for the examination of the Government Examiner of Questioned Documents or his Assistant should be issued to the Senior Subordinate Judge, Simla and normally should be so worded that either the Government Examiner or his Assistant can give evidence. In cases in which the Courts concerned consider it impossible to dispense with the appearance of such officers before them, applications should be sent direct to the Government Examiner of Questioned Documents, Intelligence Bureau, Ministry of Home Affairs, "Dormers", Simla 1.

NOTE.—Such applications will ordinarily be accepted but may be refused at the discretion of the Government Examiner of Questioned Documents if they cannot be entertained without detriment to his other work.

**227A.** Whenever the post is to be used for the issue of a commission, whether to a Court or to a pleader, the papers are to be sent and returned by registered post. The cost of doing this will be part of the regular cost of the commission. When the papers are transmitted to the Court or pleader otherwise than by post, such precautions as are possible shall be taken against the loss of any part of the papers. The packet may also be insured for any value which the party places on it if the party deposits the costs accordingly. Such costs will not form part of the costs of the commission.

**227B.** Commissions addressed to a Court for the examination of witnesses resident beyond the jurisdiction of the Court issuing the commission, and not within the local jurisdiction of the High Court on its Original Side, ought ordinarily to be directed to the Munsif's Court within whose jurisdiction the witness resides.

**228.** If the fees received with a commission from a Court, whether within or outside the jurisdiction of the High Court, are insufficient to cover the cost of returning the papers by registered post and also, where the commission is issued by post to a pleader or other commissioner, the cost of transmission by registered post to and from the commissioner, the issuing Court should be asked to remit the additional fee required before the commission is executed.

**229.** If a pleader of their own sex is preferred for examining *parda-nashin* women witnesses residing within the jurisdiction of Calcutta or 24-Parganas, the fact may be mentioned at the time of sending commissions to the Calcutta Small Cause Court and the Courts at Alipore so that the commission may be assigned to such a pleader, if available [G. L. No. 13 of 1934].

**230.** On receipt of a commission issued under Or. 26, r. 4, for the examination of a witness, the commissioner should determine where he will proceed to execute it, *i.e.*, whether (1) at the residence of the witness, or (2) at some convenient locality in the neighbourhood of the Court, or (3) if the commissioner be a judicial officer, whether the witness shall attend in the Court or in the premises of the Court of such officer, proper arrangements being made, if necessary, for due privacy. As a rule a person to be examined by commission should attend the commissioner at the particular time and place specified in the notice issued; but discretion should be exercised in the examination of those whose attendance is ordinarily excused, such as women, persons unable to be removed from their houses owing to old age, sickness, or other bodily infirmity, or persons of rank exempted by an order under sec. 133, C. P. Code, from personal attendance in Court. In such cases the commissioner should endeavour to discharge his duty with due regard to the special circumstances and condition of the particular witness.

**231.** (1) While evidence should not as a rule be excluded by the commissioner on debatable grounds, he is nevertheless responsible for preventing abuse of the right of cross-examination and for keeping it within reasonable limits. Whenever it appears to him that cross-examination is being needlessly prolonged or other abuse of process is taking place, he should stop proceedings and bring the matter to the notice of the Court for directions.

(2) When a party fails to appear on the day and at the hour fixed for examination or applies for time, the commissioner should proceed *ex parte* if he is of opinion that adjournment is sought on frivolous or unreasonable grounds.

**232.** A commissioner shall return the papers to the Court through which he received them, whether this be the issuing Court or not. Proper precautions shall be taken against the loss of any part of them, and if it is necessary to send them by post, they shall be registered.

### **3. Commissions and Letters of Request issued to Foreign Countries.**

**233.** The Court should in all cases require a deposit for the expenses of executing a commission or a letter of request for the examination of witnesses in a foreign country and see that the sum is paid into court before issuing the commission or letter of request. The amount and the fact that it has been deposited should be stated in the letter forwarding the documents for transmission. Provided that should the sum deposited

proves  
deposit

Page 61, Rule 235(1)—

No. 58.

Insert the following after the rule:—

"Note.—For procedure regarding payment of fees by the courts in foreign countries, reference may be made to Letter No. 4 (Civil) of 1961."

1908 [No. 58, dated the 27th November, 1963.

General Letter No. 4 (Civil)

Government of Bengal and the Deputy High Commissioner

Dacca."

57, dated the 27th November, 1963. General Letter No. 5 (Civil) of 1961.]

documents only if the party interested deposits the sum of £ 25 sterling in favour of the High Commissioner for India in the United Kingdom, the draft in question being sent along with the documents, and undertakes to pay any excess over £ 25 if the expenses exceed that sum.

(2) The commission or letter of request and interrogatories both for the purposes of examination and cross-examination should be neatly prepared on good paper in a form presentable to the High Court of England. All these documents should be sent *in duplicate* in a sealed cover.

#### 4. Commission for local investigation.

236. (1) When a subordinate Civil Court, either of its own motion or on the application of a party, directs a local inquiry, the order for such inquiry shall be drawn up by the presiding Judge himself and shall contain the following matters:—

- (a) Whether the inquiry is directed by the Court *proprio motu* or upon application, and if upon application, from which party.
- (b) What the points are which require elucidation or ascertainment in that particular way.
- (c) Why such matter could not be proved or ascertained in the ordinary way by producing documents at the proper time and witnesses at the trial.
- (d) The instructions given to the commissioner.

(2) In all orders of investigation by a commissioner under Or. 26, r. 9, these rules shall be cited as well as the section or Order or Rule of the Code.

237. (1) If the enquiry is ordered, a proceeding shall be drawn up under the personal supervision of the presiding Judge in Form No. (J) 38 or (J) 37 according as the enquiry involves or does not involve survey work and relayment of maps or other documents. The proceeding should clearly and specifically define the points on which the report of the commissioner is required, and upon which it is to be evidence; and those points ought usually to be excluded which can conveniently, and ought under the law to, be substantiated by the parties by evidence at the trial.

(2) The commissioner's duties should be strictly limited by the order to the points thus defined and he must confine his inquiry to those points and report on them only, without undertaking any other work at the request of the parties.

**NOTE 1.**—When boundaries have to be refixed or maps have to be relaid, the description and names of the maps or *chittas* to be used and the particular work to be done in connection therewith should be specifically stated. Clear directions should be given as to the starting point of the inquiry. Commissioners should be instructed that the work of survey shall, where practicable, be connected with such permanent marks as may exist in the vicinity and that the map prepared shall show the permanent marks, the boundary of the disputed land, the boundaries of adjacent lands so far as may be necessary and the position of the settlement, revenue, *thak* and other survey lines if such position can be determined with sufficient accuracy, and such lines are relevant to the dispute.

**NOTE 2.**—When fixing the date of return of the commission, due regard should be paid to the nature of the case, the quantity of work to be done and in the case of survey work, to the season of the year and the condition of the property to be surveyed. If on receipt of his commission, a commissioner is of opinion that the time allowed is insufficient, he should at once refer the matter to the Court for orders stating the extra time required and must not postpone his application until the time allotted is about to expire. If the representation appears to be reasonable, additional time may be allowed, the parties being duly informed of the revised date.

**NOTE 3.**—When a commission is cancelled or withdrawn by the Court for dilatoriness or unsatisfactory work, or for any improper conduct on the part of a commissioner, or when adverse remarks regarding the commissioner's work or conduct are made in the Court's order or judgment, the fact should be noted in the appropriate column of the Register of Commissions.

**238.** Except as otherwise provided, no person other than pleaders who have obtained a certificate of proficiency in surveying after passing the Pleaders' Survey Examination held by the Pleaders' Survey Examination Board at Sibpur shall be enrolled in the list of persons qualified to execute survey commissions and all commissions for local investigation which require a knowledge of surveying shall be issued only to such pleaders.

**NOTE 1.**—When a commission has to be executed requiring the survey of a very large area in which the use of a theodolite is essential, it should be issued to a Technical Adviser trained to theodolite work or to an Assistant Settlement Officer or to a professional surveyor with similar qualifications provided the services of a Class I pleader commissioner are not available. If the services of a Technical Adviser or an Assistant Settlement Officer are required an application should be made to the Director of Land Records and Surveys, West Bengal.

**NOTE 2.**—Hints and instructions for the guidance of commissioners in carrying out a theodolite traverse (with separate detail survey by plain table and chain, etc.) and in making field measurements with chain and compass will be found in a book issued for the purpose.

**NOTE 3.**—In the case in which the tracing of boundaries in undulating or hilly country is necessary, or in the case of mines, or in irrigation cases, in which the use of level is necessary or in cases involving the measurement and valuation of house property, or in other intricate cases, the commission should be issued to a thoroughly qualified and experienced professional person holding the required degree in surveying or engineering, or other equally qualified person with special expert knowledge of the local conditions and duties he will be required to perform in connection with the execution of the commission.

**NOTE 4.**—List showing the magnetic declination for the districts in West Bengal in every year may be had from the High Court upon application through the proper Court.

**239.** (1) For each district there shall be a fixed number of persons determined by the High Court for the execution of all survey commissions arising within it. The number shall be fixed with due regard to the average number of such commissions issued during the last three years and stated separately for (a) the district headquarters and (b) the outlying stations. The number fixed for each station shall be such that all commissions may be executed without unreasonable delay and at the same time the number of commissions allotted to each commissioner should be sufficient to earn for him a dependable income every year from this

source. The number thus fixed shall not be allowed to exceed without the sanction of the High Court.

**NOTE 1.**—Those pleaders who are prepared to give preference to the execution of commissions over their ordinary professional work should only be enrolled in the list of commissioners and busy practitioners who have neither inclination nor sufficient time to devote to such work should ordinarily be excluded.

**NOTE 2.**—The Courts at each station should ordinarily issue commissions to the pleader commissioners listed for that station. If the hands of such commissioners are full and the number of commissions at one time is such that the execution by the commissioners for that station will not be effected without unreasonable delay or if there is no pleader commissioner listed for that station, the Court concerned will issue commissions to a pleader commissioner of the nearest station in the district, but travelling expenses in such cases will be allowed from the station from which the commission has originated. When a Court is obliged in aforesaid circumstances to appoint a commissioner of the nearest station, it may, in its discretion request the Senior Munsif of the station, or the District Judge, if it is a sadar station, to suggest the name of a pleader commissioner for appointment.

(2) The list shall contain the names of survey passed pleaders arranged in the order of their seniority according to the year of their passing the survey examination and of the station where each such pleader is practising, provided that if a survey passed pleader transfers his practice from one station to another he will occupy the last place in the list for the latter station and provided also that if a survey passed pleader suspends practice and thereafter resumes it, his name will be restored at the bottom of the list.

**NOTE.**—If at any station there is at present an unpassed pleader commissioner, there should be a temporary list for the station showing his name which will be removed as soon as a survey passed pleader is enlisted for that station; the temporary list will then be abolished.

(3) Pleaders who pass the examination and practical test in all instruments including theodolite in particular and hold class I certificates will be separately enlisted as class I pleader commissioners and the rest as class II and the former should always be chosen for relays or surveys requiring theodolite work.

(4) If the number of survey passed pleaders in the list exceeds the total number fixed for a station on account of addition of newly passed survey pleaders or transfer of survey passed pleaders from another station, the names of such pleaders shall be placed in a supplementary list for the station. Pleaders in the supplementary list should be given survey commissions whenever the services of persons in the original list are not available on account of their being engaged in commission work or for other reason, or when they have already been given a good amount of work.

**NOTE.**—Pleader commissioners included in the list who on account of infirmity or sickness are unfit for outdoor work and are unable to perform their duties promptly and efficiently, and persons above the age of fifty-five who are similarly incapable should not be entrusted with commissions. Pleaders whose professional engagements do not leave sufficient time for undertaking such work and who in consequence make delay in executing commissions should also be excluded. The names of such infirm or busy practitioners, should be reported to the High Court for being removed from the list.

**240.** (1) Applications for enlistment as pleader commissioners shall be forwarded for orders to the High Court by District Judges with their suggestions.

(2) District Judges will submit to the High Court at the end of each quarter a report as to whether any changes are necessary in the list of pleader commissioners maintained for their districts. An up-to-date list of pleader commissioners should be submitted along with the fourth quarterly report.

(3) The High Court will from time to time issue a revised printed list of pleader commissioners for all the districts. No change should be made in the list except as directed by the High Court.

**241.** (1) Great care should be taken to see that commissions of all kinds are allotted to persons in the list in strictly fair order so as to ensure equitable distribution of work and remuneration. (*See* rule 225.)

(2) Every commission issued by the Courts at district headquarters or in the outlying stations should be entered forthwith in a common register to be maintained at each station showing (a) the name of the Court and No. of the case; (b) date of issue of commission; (c) nature of work to be done; (d) name of commissioner; (e) date fixed for return with extensions, if any, as they are granted; (f) probable number of days the work may occupy; (g) date of actual return, and (h) the remuneration fixed.

(3) Every Court at a station should before selecting a commissioner call for and consult this common register in order to ensure a fair distribution of work and remuneration among all the commissioners. A commissioner should not have in his hand at one time more than such a number of commissions as can be executed with reasonable promptitude.

NOTE 1.—In order to enable a proper check to be made of the equitable distribution of work and remuneration as also of the number of commissions in the hands of a commissioner at one time, a sufficient number of pages of the register should be set apart for each commissioner in the list with a name index giving reference to the pages of the book.

NOTE 2.—The District Judge should make a careful scrutiny of the half-yearly returns and also satisfy himself at the time of periodical inspection by an examination of the Register of Commissions and records that these rules are being strictly followed and commissions are being distributed in strictly fair order.

**242.** As soon as possible after the completion of his work the commissioner shall submit his report to the Court issuing the commission together with his diary [Form No. (M) 6] maintained from day to day in English in the prescribed form.

NOTE.—Field books should be inked in by the commissioner before the report is submitted.

**243.** The Court shall consider the objections, if any, of the several parties to the report of the commissioner and may accept the report or any portion of it or pass such orders as it thinks fit under Or. 26, r. 10(3).

**244.** Commissions for partition or for ascertaining mesne profits or damages, or commissions in execution proceedings may be given to pleaders who have not passed the survey examination unless a thorough knowledge of surveying is essential for the execution of such commissions.

#### COMMISSIONS FOR TAKING ACCOUNTS.

**245.** (1) If in any suit or matter it is necessary to take an account, the order or *interim* decree of the Court shall contain the following directions as far as in the opinion of the Court issuing the commission they are adapted to the requirements of the case:—

(a) The nature of the account to be taken.

(b) The date from which and the date to which the account is to be taken.

- (c) The name of the party by whom a statement of account is to be filed.
  - (d) The periods within which the statement of account, objection and surcharge are to be filed.
  - (e) The date on which the commissioner is to submit his report.
  - (f) Any other matter on which the court may think it necessary to give, or the commissioner may desire to obtain, its instructions.
- (2) The statement of account shall be in the form of a debtor and creditor account and shall be verified by the accounting party or his agent. The items on each side of the account shall be numbered consecutively and a balance shall be shown.
- (3) The statement of an objection to an account, or to the report of a commissioner, shall specify the items to which objection is taken by reference to their number in the account or report, or the date of the item and page of a particular book of account.
- (4) The statement of surcharge shall specify the amount with receipt of which it is sought to charge the accounting party, the date when, the person from whom, and the particular account on which, the same was received by him.
- (5) The statement of objection or surcharge shall also state (a) the grounds of each objection and surcharge and (b) the balance, if any, admitted or claimed to be due; and it shall be verified by the affidavit of the party concerned or his agent.
- (6) If any party fails to file his statement of account or objection and surcharge, within the period allowed, the commissioner shall report the fact to the Court, and on the application of the defaulting party, the Court may extend the period or direct the commissioner to proceed *ex parte* as regards such party or direct any other party to file a statement of account, or the Court may proceed to decide the suit forthwith on the evidence before it.
- (7) If the commissioner is unable to submit his report within the time fixed by the Court he shall apply to the Court for an extension of the time giving reasons thereof and the Court may extend the time or cancel the commission and appoint a new commissioner.
- (8) When the case before him is ready for hearing, the commissioner shall, after reading the statements filed before him and after examining the parties, if necessary, ascertain the points on which the parties are at issue and require them to produce their documentary or oral evidence on such points.
- (9) After the evidence has been duly taken and the parties have been heard, the commissioner shall submit his report together with a statement in the form of a diary of the proceedings heard before him each day. If he is empowered under Or. 26, r. 12 (1) to state his opinion on the matter referred to him he shall append to his report schedules setting out (a) the contested items allowed or disallowed, (b) the reasons for allowing or disallowing them, (c) the amount found due, (d) the name of the party to whom it is due and (e) the name of the party by whom it is due.

**246.** When the report is received the Court shall fix a date within which the parties are to file their objections, and after considering the objections, if any, the Court may act upon the report or a portion of it or pass such orders as it thinks fit under Or. 26, r. 12(2).



**247.** When a person is directed to file his accounts periodically the Court shall fix the dates in each year before which his statement of account and balance are to be filed and on which the same will be considered.

**248.** In order to ensure greater efficiency in the quality of the work, commissions for examination and adjustment of accounts under Or. 26, r. 11 should be restricted to a small number of persons who are considered by the Courts to be specially qualified for such work. The number of persons to whom account commissions are to be limited should be determined with due regard to the average number of such commissions issued by the Courts at a station during the last three years.

**NOTE 1.**—For each station a list shall be prepared of account commissioners by the seniormost judicial officer in consultation with the Judges of other Courts and sent to the District Judge for his approval. It may not be necessary to have in the list more than 2 to 4 persons in outlying stations and a few more at *Sadar*. The list should be revised from time to time and the number adjusted according as the amount of work increases or falls.

**NOTE 2.**—Every account commission issued by the Courts at a station should be entered forthwith in a common register showing (a) the name of the Court and the number of the case, (b) date of issue of the commission, (c) name of the commissioner, (d) date fixed for return with extensions, if any, as they are granted, (e) probable number of days the work may occupy, (f) the date of actual return, and (g) the remuneration fixed. This register should be consulted by the Courts before issuing commissions in order to secure fair distribution.

**NOTE 3.**—See, rule 241(1) and (3) and Note 1 thereto.

**NOTE 4.**—Where the accounts to be examined are intricate or are kept in a way common to mercantile establishments or companies, or where auditing of accounts is necessary, the Court may appoint a qualified auditor or person having special qualification.

## CHAPTER 12

### SUITS BY OR AGAINST GOVERNMENT OR PUBLIC OFFICERS

**249.** All suits in Civil Courts, for the prosecution or defence of which persons in the service of Government, officers in the army, or soldiers have obtained leave of absence, shall be disposed of by such Courts as soon as they are ripe for hearing, irrespective of the order in which they may stand in the register and as speedily as may be consistent with the due administration of justice.

**250.** In every case in which the Government Pleader appears for the Government as a party, or for the Government as undertaking, under the provisions of Or. 27, r. 8, C. P. Code, the defence of a suit against a public officer in the service of the Government, he shall, in lieu of a *vakalatnama*, file a memorandum on unstamped paper signed by him, and stating on whose behalf he appears. Such memorandum shall be, as nearly as may be, in the terms of the following form:—

#### *Title and particulars of the suit*

I, A. B., Government Pleader, appear on behalf of the Government (the Central Government, or the State of West Bengal, as the case may be), Respondent (or, etc.) in the suit: or, on behalf of the Government which, under Or. 27, r. 8, has undertaken the defence of the suit, Respondent (or, etc.) in the suit.

**NOTE 1.**—In every case in which the Government Pleader shall appear on behalf of any officer in the service of the Government, other than cases in which the Government has, under Or. 27, r. 8, undertaken the defence of the suit, such pleader shall file a *vakalatnama* in the same manner as any other pleader.

**NOTE 2.**—Government Pleaders of the State of West Bengal have been appointed by the Central Government under rule 8B(a) of Or. 27 of the C. P. Code, to be Government Pleaders in the cases referred to therein.

**251.** No civil judicial authority shall pay out money to Government Pleaders or persons acting on behalf of Government in any suit, unless they produce an authority in writing from the Collector or other officer representing Government, directing them to apply to the Court for such money.

## **CHAPTER 13**

### **INCIDENTAL PROCEEDINGS.**

#### **Appointment of Receivers.**

**252.** When any Civil Court attaches landed property paying revenue to Government and appoints a manager under Or. 40, r. 1 of the C. P. Code, information of the fact should always be given to the Collector without delay.

**253.** No Civil Court officer should be appointed a receiver except with the sanction of the District Judge, which should only be given in petty cases where the duties of the receivership cannot interfere with the officer's ordinary work, and in no case shall remuneration be given to an officer so appointed.

## CHAPTER 14

### APPEALS AND REMAND

**254.** All memoranda of appeal in the subordinate appellate Courts shall be presented in open Court either by the party in person or his "recognized" agent, within the meaning of that term in Or. 3, r. 2, Or. 27, r. 2, and sec. 85, C. P. Code or by a duly appointed pleader.

**NOTE.**—Valuations for purposes of jurisdiction and for payment of court-fee shall be separately shown.

**255.** (1) In every case in which the memorandum is presented by a pleader, the grounds of appeal shall be drawn and signed by a pleader, who, at the foot of the memorandum of appeal, shall subscribe the following statement:—

"I certify that I have examined the papers supplied to me and that, in my opinion, there are good grounds, as above set forth, for this appeal; and I undertake to appear and support the appeal before the appellate Court."

(2) If an appeal is presented by a party in person, or his "recognised agent" and a pleader is afterwards engaged, he shall before being allowed to appear to support the appeal, subscribe and file a memorandum containing the above certificate.

(3) This rule shall apply *mutatis mutandis* to the memorandum of cross-objection.

**256.** All memoranda of appeal presented, which on examination, are found to comply with the requirements of Order 41, Rule 1 of the Code of Civil Procedure, shall be entered in the Register of Appeals [High Court Forms Nos. (R) 6(i) to (iii) and (R)8] irrespective of their possible rejection, or return, for failure on the part of appellants to pay the deficit court-fees demanded by the Court.

**257.** When an appeal is presented after the expiry of the period of limitation, it should not be admitted without due notice to all parties concerned, so as to secure, at the stage of admission, the final determination of any question of limitation affecting the competency of the appeal.

**258.** Appeals should not be transferred to the Court of an Additional District Judge or a Subordinate Judge until they are ready for hearing. Notices should be issued and all other preliminary work done by the office of the District Judge. (See, rule 760.)

**259.** Every effort should be made to dispose of a regular appeal within a year from its being filed. District Judges will closely watch the disposal of appeals and see that as far as possible older appeals are given preference to later appeals.

**260.** Ordinarily appeals when ready for hearing should be transferred one day during the latter part of each month to the different appellate Courts. The selection of appeals for such transfer should be made by the District Judge himself, who should for this purpose take into consideration the state of the files, civil and criminal, in the different Courts, the nature of the cases and other relevant matters so that the number of appeals transferred should not be more than such as each Court can be reasonably

expected to dispose of in the next succeeding \* month or months. The appellate Courts may also well be asked to send their requisition for appeals before each transfer, indicating the number of each class of appeals that they expect to be able to dispose of within the next one or two months.

NOTE.—More appeals should not be transferred to a Court so long as a sufficient number of cases already transferred remains undisposed of.

**261.** Appellate Courts should, after receipt of appeals by transfer, arrange their files in the way they think best and with a view to their being heard and disposed of, so far as possible, in chronological order.

**262.** If the day's work is thrown out for some reason and any appellate Court finds enough time to dispose of one appeal or more, he should send for the required number from the District Judge from the list of ready appeals fixed for that day.

**263.** If, on account of accumulation of arrears, any Court is regularly engaged in disposing of appeals, there can be no objection to the transfer to that Court of batches of appeals at more frequent intervals and *pari passu* with the rate of disposal there; provided that the pending list of the Court is watched by the District Judge to see that appeals are not accumulating in that Court while later appeals are being disposed of by other Courts.

**264.** In order to keep a watch over the disposal of appeals, a pending list should be kept and put up regularly before the District Judge both of all appeals pending and also of those pending in each individual Court in their serial numbers and on disposal the number should be crossed off. The period for which an appeal is pending after transfer to the Court concerned should be clearly indicated.

**265.** Appeals against interlocutory orders which hold up the progress of suits or proceedings in lower Courts, should be given precedence over all civil work other than that of a specially urgent nature and every endeavour should be made to dispose of such appeals quickly. A separate list should be kept of these appeals so that they may not be lost sight of.

NOTE.—In this connection attention is invited to foot-note No. 2 of the register showing the cases of which proceedings have been stayed [Form No. (S) 9].

**266.** If, on an inspection of the pending files of each Court, it is found that older appeals are long pending in some Court or Courts, the files of the appellate Courts should be equalised from time to time by withdrawing such appeals and re-transferring them to Courts having a lighter file.

**266A.** As soon as ready appeals are transferred or withdrawn and re-transferred to the different appellate Courts in batches, the District Judge shall notify the transfer in a list in form No. (M)1, suitably modified in the prescribed manner, with a note that further details regarding such appeals will be found in the list (M)1 of the transferee Court. The District Judge shall, at the same time, send a copy of his list to the Secretary of the local Bar Association for information to the pleaders concerned. The receiving Courts shall enter these appeals in form No. (M)1 on the date of receipt.

**267.** District Judges are expected to do as much civil appellate work as possible. If for any reasons they are prevented from complying with this instruction, such reasons should be noted in their annual administration reports.

NOTE.—In this connection, see also rule 260.

**268.** The rules above are not intended to fetter in any way the discretion of the District Judge to deal with special or peculiar situations in such a manner as he may consider fit and proper.

**269.** The above rules *mutatis mutandis* to miscellaneous appeals except that every effort should be made by all appellate Courts to dispose of such appeals within three months from their being filed. District Judges are expected to keep in their own files and dispose of as many miscellaneous appeals as possible.

**NOTE.**—In this connection attention is invited to foot-note No. 2 of the statement prescribed in Form No. (S) 9 showing the cases of which proceedings have been stayed.

**270.** Lower appellate Courts should see that copies of the original Court's judgment and decree filed with appeals are returned, without delay, on application by the parties concerned.

**271.** Cases in which findings are called for by the High Court shall take precedence over all civil work other than of a specially urgent nature. Such findings shall be submitted by the day named in the order of the High Court, unless an extension of time has been obtained from it on application with reasons in support of it.

**NOTE.**—This rule applies equally to cases sent under Or. 41, r. 25 by lower appellate Courts to trial Courts and should be strictly observed by the latter.

**272.** The Court to which reference is made under Or. 41, r. 25, for trial of issue, shall on returning its finding, certify at the foot thereof the amount of costs (showing the items in detail) incurred by each of the parties to the case at the retrial, with a view to such costs being provided for in the decree that may be finally passed by the High Court or the lower appellate Court.

**273.** When a suit is remanded, a statement of the costs incurred in the appellate Court is to be appended to its order, that the same may be charged to the losing party in the revised decree of the lower Court, when costs are to follow the event.

**274.** When a suit is remanded for retrial and it again comes up in appeal after the next trial, the number and date of the previous appeal should be quoted in the memorandum of the subsequent appeal.

**275.** (1) The appellate Court when returning the record of a case to the lower Court either on remand or under Or. 41, r. 25, shall draw the attention of the lower Court, in the letter forwarding the record, to any substitution or addition of parties that may have taken place during the pendency of the case in the appellate Court, and the lower Court shall in all cases check the entries and make the necessary alterations in its record and register of suits when the name of the deceased is to be found in it.

(2) In the case of appeals finally disposed of, all such amendments in the trial Court's records shall be made along with the necessary amendments in the appellate Court's records, in the office of the appellate Court concerned. When the copy of the judgment and the decree (*vide* Order 41, Rule 37, Civil Procedure Code) showing the substitutions is received in the lower Court, that Court shall cause the necessary alterations to be made in the register of suits when the name of the deceased appears in it.

**NOTE.**—As to appellate decree, see generally rule 133 *et seq.* and in particular rule 134(3) and Note 3 thereto.

## APPENDIX

### NOTIFICATION.

*Simla, the 15th August, 1925.*

*No. F-578/24J.*—In pursuance respectively of section 29 and of Rule 28(b) of Order V of the First Schedule to the Code of Civil Procedure, 1908 (Act V of 1908), the Governor-General in Council is pleased to declare—

- (i) that the provisions of section 29 of the said Code shall apply to the Courts in Nepal specified in the Schedule hereto annexed and
- (ii) that the service by such Courts in Nepal of any summons issued by a Court in British India under the Code of Civil Procedure, 1908 (Act V of 1908), shall be valid service.

2. The Foreign and Political Department Notification No. 327-E.O., dated the 31st January, 1907, is hereby cancelled.

#### Schedule.

##### *List of Nepalese Courts.*

Name of Amini Courts.	Names of British Post Offices on the border nearest to the Amini Courts.
<b>Under the Birganj Goshwara Court—</b>	
Birganj Amini Court of District Parsa ..	Raxaul (District Champaran).
Kalalya Amini Court of District Bara ..	Adapur (District Champaran).
Kadarbana Amini Court of District Rautahal ..	Bairagnia (District Mazaffarpur).
<b>Under the Mahotari Sarlahi Goshwara Court—</b>	
Jaleswar Amini Court of District Mahotari ..	Madhwarpur (District Darbhanga).
Sarlahi Amini Court of District Sarlahi ..	Sonbarsa (District Darbhanga.)
<b>Under the Saptari Goshwara Court—</b>	
Hanumannagar Amini Court of District Saptari ..	Kanauli Bazar (District Bhagalpur).
Siraha Amini Court .. .. .	Jainagar (District Darbhanga.)
<b>Under the Morang Biratnagar Goshwara Court—</b>	
Biratnagar Amini Court of the Morang Rangeli District.	Jogbani (District Purnea).
<b>Under the Morang Jhapa Goshwara Court—</b>	
Jhapa Amini Court of District Jhapa ..	Dighabank (District Purnea)

Name of Amini Courts,	Names of British Post Offices on the border nearest to the Amini Courts-
<b>Under the Bethari Goshwara Court—</b>	
Bethari Amini Court of District Majhkhand ..	Nautanwa Bazar (District Gorakhpur).
Parasi Amini Court of District Parasi ..	Thuthibari (District Gorakhpur).
Butwal Chhoti Court of District Butwal Bazar ..	Shohratganj (District Basti).
<b>Under the Butwal Taulihwa Khajni Goshwara Court—</b>	
Taulihwa Amini Court of Khajahni .. ..	Shohratganj (District Basti).
Shiuraj Chhoti Court of Shiuraj .. ..	Shohratganj (District Basti).
Dhudhwa Pahar Amini Court .. ..	Jarwa (District Gonda).
<b>Under the Nepalganj Bankey Bardia Goshwara Court—</b>	
Bankey Amini Court of District Bankey ..	Rupaidiha (District Bahraich).
Bardia Amini Court of District Bardia ..	Katarniaghat (District Bahraich).
<b>Under the Trinagar Goshwara Court—</b>	
Kailali Amini Court of District Kailali ..	Dudhuaghat (District Kheri).
Kanchanpur Amini Court of District Kanchanpur ..	Paliyakalan (District Pilibhit) and Tanakpur (District Pilibhit).
Darchula Amini Court of District Baitadi ..	Jhula Ghat (District Almora).
<b>Under the Dhankuta Gaunda Ilaga—</b>	
Taplejung Amini Court .. ..	Sukhia Pokhari (District Darjeeling).
<b>Under the Ilam Guanda Ilaga—</b>	
Ilam Amini Court .. ..	Sukhia Pokhari (District Darjeeling).



## **PART II—Rules Relating to Acts other than the Civil Procedure Code and the Court-Fees Act.**

### **CHAPTER 15**

#### **1. The Law of Landlord and Tenant.**

**276.** Every summons in any suit for arrears of rent, not being a suit in which enhancement is sought, brought under the provisions of Bengal Tenancy Act, 1885, or the Cooch Behar Tenancy Act, 1910, shall command the defendant to appear on a date to be fixed by the Court. The Court should so fix the date that the interval after the service of the summons will be not less than fourteen clear days and not more than is reasonably necessary, regard being had to the number of cases for trial.

**277.** Each suit shall be called in its turn on the day fixed for hearing, and in every case in which it shall be shown that the defendant has been duly served with the summons in proper time to enable him to appear and defend the suit, but the defendant does not, either in person or by any authorised agent or pleader, appear or make answer to the suit, the case shall be forthwith taken up and heard *ex parte*, unless in any particular case the Court, for special reasons to be recorded in the proceedings, shall think fit to order otherwise:

Provided, nevertheless, that no suit for arrears of rent shall be called on and tried *ex parte* when the summons shall not have been served at least fourteen clear days before the day of hearing.

**278.** When it appears that the summons has not been duly served, or that fourteen clear days have not elapsed from the date of the due service of the summons, the case shall be adjourned to a date not less than fourteen clear days from the date of the due service of the summons.

**279.** Where the defendant appears and makes answer or desires to contest the claim, the case shall ordinarily be placed in the list of defended causes and come on in its turn: provided that if the case appear likely to be a short one, the presiding Judge may take it up and try it immediately or may set it down for hearing on an early day, if either of such courses appear to him to be expedient with reference to the state of his file or the convenience of the parties.

**280.** In cases in which co-sharer landlords subsequently join in a rent suit under section 148A (3) of the B. T. Act or section 40A (2) of the Cooch Behar Tenancy Act and the added claim raises the total value of the suit above Rs. 50, no retrospective demand of court-fee or process-fee at an increased rate can be made on petitions, etc., filed before the co-sharer landlords were joined as co-plaintiffs.

**281.** When separate suits by co-sharer landlords are consolidated under the provisions of section 148A(4) of the B. T. Act, or section 40A(3) of the Cooch Behar Tenancy Act, the files of the records of the separate suits should be kept intact up to the date of consolidation and thereafter attached to the corresponding files of the main suit, the evidence and orders after consolidation appearing only in the main suit.

**282.** The written authority referred to in sections 145 and 187 of the B. T. Act, 1885, or section 38 of the Cooch Behar Tenancy Act, 1910, must be stamped as a power-of-attorney under Article 48, Schedule I of the Indian Stamp Act (III) of 1899.

**283.** In cases where it appears to a Civil Court that the provisions of sections 56 and 57 of the B. T. Act have been evaded without reasonable cause, a report of the matter should be made to the Collector as contemplated by section 58 (4) of the Act.

**284.** If the Court is satisfied for reasons which should be recorded, that service by post either in addition to or, in substitution of any other mode of service would be more convenient and effective, it may, in suits for recovery of rent, direct under section 148(f) B. T. Act, 1885 or section 40(f) of the Cooch Behar Tenancy Act, 1910, that summons be forwarded by registered post with "acknowledgment due."

**285.** (1) In original decrees in suits between landlord and tenant for the recovery of rent under the Bengal Tenancy Act or the Cooch Behar Tenancy Act in the place of Form No. 2 (Simple Money Decree) prescribed by Schedule I, Appendix D, of the C. P. Code, Form No. (J) 28 or (J) 28B, Volume II, as the case may be, shall be used.

(2) In decrees in suits between landlord and tenant for recovery of rent, the serial number or numbers borne by the tenancy in the record-of-rights and the area and rental according to such record shall be given.

**286.** Separate decrees under proviso (ii) of section 144 (2), B. T. Act, shall be drawn up on separate sheets of the form for decrees.

**NOTE**—Sub-numbers should be given to the separate decrees thus drawn up in respect of each tenancy.

### **Notices of Transfer, Process fees, etc.**

**287.** (1) Before a sale under section 13(1) or section 18 or section 26C(3) of the Bengal Tenancy Act, is confirmed by a court, the purchaser shall file a notice of transfer in the prescribed form, giving the particulars of the transfer and the names of all landlords and also in cases coming under section 26C(3) of all co-sharer tenants, who are not parties to the transfer and as many copies of notice giving the said particulars as are necessary in order that one copy may be sent to each such landlord and also to each such co-sharer tenant, where necessary.

Provided that where several tenancies held under the same landlord or with the same co-sharer tenants are included in one document of transfer, all such tenancies may be included in one notice for each such landlord or each such co-sharer tenant.

(2) With each copy of the notice, the purchaser shall file—

(i) a postal registration envelope or where a postal registration envelope is not readily available an ordinary envelope with the name and address of the party on whom the notice is to be served duly written thereon,

(ii) the requisite postal stamp for sending the notice by registered post with acknowledgment due together with an acknowledgment slip duly filled in, and

(iii) a process-fee of annas two to be paid in court-fee stamp.

**NOTE**—The required number of forms should be supplied to the party by the Court, free of charge.

**288.** Notices referred to in section 13 of the Cooch Behar Tenancy Act, 1910, shall be served—

(1) where there is a sole landlord, or where two or more persons are joint landlords and have a common agent such as is referred to in section 85 of the aforesaid Act, on such sole landlord or his agent or on such common agent, as the case may be, or

(2) where there are more than one landlord and no common agent has been appointed, on each joint landlord.

In cases where the usual procedure for service of process is found inconvenient or impracticable, such notices may be forwarded by post in a registered letter and an acknowledgment obtained.

**289.** The court shall forthwith serve the notices by registered post with acknowledgment due. If the notice is returned undelivered or the acknowledgment for it is not obtained, the notice shall be served by affixing a copy in the court, for a period of one month and such notice shall thereupon be deemed to have been duly served.

**290.** Managers appointed under sections 95 to 99 of the B. T. Act shall be bound by the following rules framed under section 100 of the Act:—

(1) Every manager, appointed under sections 95 to 99 of the B.T. Act, shall in all matters act in accordance with such orders as may, from time to time, be issued by the District Judge.

(2) The manager shall pay the Government revenue, rent, and other demands of the like nature, as also all just liabilities upon the estate, in due and proper time.

(3) No manager is authorised to sell or mortgage any property nor to grant or renew a lease for any period exceeding three years (or such shorter period as the Judge may direct) without the express sanction of the District Judge.

(4) The manager shall apply for the sanction of the District Judge to any act which may involve extraordinary expense. The District Judge may disallow the whole or any portion of the expense incurred by any such act without his sanction and may make the manager liable for the amount.

(5) No manager shall have power to compromise any suit or relinquish any claim without the express sanction of the District Judge.

**291.** Every Civil Court trying a suit under section 106, or disposing of an appeal in such a suit, shall communicate to the Collector of the district, a note of its final decision in the case for incorporation in the final record-of-rights prepared under the B. T. Act, 1885.

**292.** Notices referred to in sections 9, 20(1) and (2), 21(3), paragraph 2 and 32, paragraph 3. of the Cooch Behar Tenancy Act, 1910, shall be served by the Court in the manner prescribed on payment of the process fee of the prescribed amount for such service.

**293.** The proclamation, referred to in section 53(2) of the Cooch Behar Tenancy Act, 1910, shall in addition to the places mentioned in that section and in the Code of Civil Procedure be also published in the Court house of the District and Sessions Judge, in the Malcutchery or Rent office of the tenure or under-tenure and at the local Thana.

## 2. The Provincial Small Causes Courts Act, 1887 (IX of 1887).

294. The following Rules of Practice shall be observed in Courts of Small Causes:—

(1) The summons shall ordinarily be served on the defendant seven clear days before the day on which the Court shall be held at which the cause is to be tried, unless the Court shall otherwise order; but a summons may be made returnable at a longer or a shorter date in the discretion of the Court, with reference to distance or to any other cause.

(2) The cause of action shall be transcribed from the plaint into the Small Cause sheet [Form No. (R)10A] and the substance of the cause of action shall be entered in the Register of Small Cause Court Suits [Form No. (R) 9].

(3) The substance of the evidence, the judgment, and the decree shall be entered in the Small Causes Book referred to above by the presiding Judge himself.

NOTE.—In case of review or applications under Or. 9, rr. 3, 9 and 13, the substance of evidence and judgment or order shall also be entered in the Small Causes Book. If necessary, separate foolscap sheets should be attached to the book.

(4) In cases in which the defendant has moved the Court for a review of judgment, and the Court is of opinion that such review should be granted, a very early date of hearing shall be fixed not exceeding fifteen days and the case should be disposed of as expeditiously as possible.

NOTE.—For rules regarding the maintenance, etc., of records of Small Cause Court suits, see rule 468 *et seq.*

## 3. The Administrator-General's Act, 1913 (III of 1913).

295. Where a subject of a State dies in British India, and it appears that there is no one in British India, other than the Administrator-General, entitled to apply to a Court of competent jurisdiction for letters of administration of the estate of the deceased, letters of administration shall, on the application to such Court of any Consular Officer of such State, be granted to such Consular Officer on such terms and conditions as the Court may, subject to the following rules, think fit to impose, namely:—

I. Where the deceased has not left in British India any known heirs or testamentary executors, by him appointed, the local authorities, if any, in possession of the property of the deceased, shall at once communicate the circumstances to the nearest Consular Officer of the State of which the deceased was a subject in order that the necessary information may be immediately forwarded to persons interested.

II. Such Consular Officer shall have the right to appear, personally or by delegate, in all proceedings on behalf of the absent heirs or creditors of the deceased until they are otherwise represented. [Government of India, Home Department Notification No. F620/32-Judicial, dated the 25th July, 1932, issued under section 57 of the Administrator-General's Act, 1913.]

### Schedule.

- |                              |                 |
|------------------------------|-----------------|
| 1. United States of America. | 6. Netherlands. |
| 2. Argentine Republic.       | 7. Persia.      |
| 3. Belgium.                  | 8. Peru.        |
| 4. Costa Rica.               | 9. Siam.        |
| 5. Denmark.                  | 10. Sweden.     |

**297.** In uncontested proceedings under the Guardian and Wards Act, 1900, it shall be competent to the Court or Judge exercising jurisdiction therein to permit or direct, except when otherwise provided by any law or rule for the time being in force, that any particular fact or facts may be proved, or evidence upon any application may be given, by affidavit.

**298.** In cases where accounts are exhibited by a guardian of the property of a ward in pursuance of a requisition made under clause (c) of section 34 or otherwise, the Court shall observe the following rules as to the class of persons who should be appointed to examine the accounts and the scales of remuneration to be granted to them:—

(1) Where the net annual income of the ward's property exceeds Rupees two thousand the Court may appoint either (i) persons who are holders of certificates granted by the Central Government under section 144 of the Indian Companies Act, 1913, or (ii) persons who are members of any institution or association who have been declared by the Central Government to be entitled to be appointed and to act as auditors of Companies throughout the whole of India except Part B States, or (iii) any legal practitioner who in the opinion of the court is qualified in examining accounts.

(2) In a case where the net annual income does not exceed Rupees two thousand, the Court may appoint either (i) any officer of the Court, or (ii) a legal practitioner who in the opinion of the Court is qualified in examining accounts.

(3) The amount of remuneration of the officer, or certified auditor or legal practitioner, as the case may be, will not exceed two per cent. where the net annual income is below Rupees two thousand and in cases where the income is above Rupees two thousand the remuneration shall be two per cent. up to Rupees two thousand and one per cent. thereafter and will be payable out of the funds of the ward's estate.

(4) In a case where the estate is a very big one and the accounts are heavy, the court may appoint any certified auditor and fix such remuneration as may be reasonable in the circumstances.

**299.** Monies belonging to wards shall not, without the leave of the District Judge, be invested in securities other than those mentioned in clauses (a), (b), (bb), (c) and (d) of section 20 of the Indian Trusts Act, 1882, or be deposited in any Bank other than a Government Savings Bank.

**300.** Monies payable to wards shall be paid to their guardians direct, if possible, or by post, if direct payment is not possible. When for special reasons, to be recorded in writing, payment of an amount is made to the Advocate or pleader of a guardian, the Court shall insist on filing by the Advocate or pleader of a proper receipt from the guardian showing that the amount has been paid to him.

Note 1.—An advocate or a pleader failing to file the receipt within a reasonable time shall be required to deposit into the Court the amount received by him.

Note 2.—The receipt shall be kept with the record of the case to which it relates. During examination of the accounts of the ward's properties, the genuineness of the receipt shall be inquired into by the person appointed to examine the accounts.

## **5. The Indian Succession Act, 1925 (XXXIX of 1925).**

### **A.—Uncontested Probate and other Proceedings.**

**301.** In uncontested proceedings under the Indian Succession Act, 1925, it shall be competent to the Court or Judge exercising jurisdiction therein to permit or direct, except when otherwise provided by any law or rule for

the time being in force, that any particular fact or facts may be proved, or evidence upon any application may be given by affidavit.

**NOTE.**—When a District Delegate, acting under section 288 of the Indian Succession Act, 1925, returns the petition and any documents filed therewith to the person by whom the application was made, he should forward to the District Judge, and not to the Record-room, such other papers in connection with the application as may have been produced before him. [For classification of such papers, see Note 1 to clause (d) of rule 343.]

**B.**—Government Regulations relating to the preservation and inspection of wills under section 284 of the Succession Act (Government of Bengal, Notification No. 9984-J., dated the 18th August, 1933).

*Custody and Preservation of Wills of which Probate or Letters of Administration with the will annexed have been granted.*

**302.** All original wills presented to the District Judge or District Delegate, in accordance with the provisions of section 276, shall, immediately upon the passing of the order of granting Probate or Letters of Administration under sections 289 and 290, be entrusted to the care of the head clerk or the chief ministerial officer of the District Judge's or District Delegate's Court, who shall be responsible for their safe custody.

The said officer shall, on the receipt of each original will, cause a copy of the same to be carefully entered in a register to be kept for that purpose, and after the copy has been examined by him and found to be a true copy, he shall certify the copy to be a true copy. The said officer shall also cause to be prepared an alphabetical index, in which the name of the testator, etc., and the number and page of the register in which a copy of the will is entered, shall be recorded in Form No. (R) 11.

**NOTE 1.** Every volume of the register in which copies of wills are made must be ruled and the pages numbered before it is taken into use, a note being made at the beginning of the volume of the number of pages it contains. Each copy should follow immediately upon that which precedes it, and should be written in a clear hand, corrections being written above the line and initialled by the officer who compares the copy with the original, and no erasures being permitted. All copies should be made immediately on receipt of the original, and should be compared with the original by the Sheristadar or head clerk, who should certify at the bottom of each page and at the end of the copy that such comparison has been made and that the copy is correct. Should the number of pages at the end of a register be insufficient to include a copy of the will which would ordinarily be inserted there, a fresh volume should be taken into use, and the blank sheets scored across, a note being added at the beginning of the volume "Pages to blank."

**NOTE 2.**—Each volume of the register should be legibly marked on the back with its own serial number, with the year to which it relates and with the serial numbers of the first and last copies contained in it.

**304.** The original will shall, after being copied, be placed in a sealed cover (to be sealed in the presence of the District Judge or District Delegate), and the sealed cover containing the original will shall be deposited in a fire-proof safe, which shall be kept in the office room of the head clerk or other officer aforesaid to whom the safe custody of the will may have been entrusted. Where the Court has no iron safe, the will may be placed in small block tin box, the key of which shall remain with the District Judge or District Delegate; and the District Registrar or Sub-Registrar of the place shall, if the District Judge or District Delegate requires him, lock up this box in his fire-proof safe, giving it to the District Judge or District Delegate on his written demand from time to time.

**NOTE 1.**—Each original will shall have endorsed upon it the number and page of the volume in which its copy is entered, and shall be kept in a separate envelope marked outside with the same particulars and with the testator's name and the year of execution. Wills should be kept in the safe or box in their proper serial order.

**NOTE 2.**—Whenever an original will is removed from the custody of the officer responsible for it, a note of the date of despatch and return should be made against the entry in the Index prescribed in rule 303, and for such entries sufficient space should be left in the form.

**NOTE 3.**—In all cases when an original will is removed from the custody of the officer in charge, he should note upon the envelope (which should be retained in its proper place) the date and place of removal, scoring out the entry, with a note of the date, on return. Careful examination should be made, of all wills so returned, to ensure that no alterations have been made.

**305.** As soon as possible after the 31st December and not later than the 31st January of every year, each District Delegate shall transmit to the Court of the District Judge all the original wills in respect of which a grant of Probate or Letters of Administration have actually been made during the year, together with the register containing the copies thereof and the alphabetical index, and these shall then be preserved along with the wills deposited in the Court of the District Judge subject to the same regulations as to custody, inspection, etc.

#### *Inspection of Wills.*

**306.** The District Judge or District Delegate may, upon an application in writing for inspection of the register and of any will mentioned in such register, make an order permitting the inspection of the same: Provided that no such order shall be made unless in such application are set forth the names, residences and occupations of the applicant and of the person or persons, if any, to be present on his behalf at the inspection, and the reason for which an order of inspection is desired.

**307.** The order for inspection shall state the date on and the hours within which the inspection may be had. No inspection shall be allowed under these regulations otherwise than in the presence of the District Judge or District Delegate or of the chief ministerial officer of his Court or such other officer who may have charge of the will as the District Judge or District Delegate shall direct. The officer present at the inspection shall be responsible for the will not being taken out of sight during the inspection and also that no erasure or alteration or mark is made on it. No person inspecting a will under these regulations shall be permitted during the inspection to have in his possession or have access to a pen and ink, but a person so inspecting may be permitted to make short notes in pencil on a slip of paper to be supplied by the officer present at the inspection.

**308.** The following fees shall be levied in court-fee stamps for the inspection of wills:—

(i) For the inspection of an original will, court-fee stamp of the value of one rupee.

(ii) For the inspection of a copy of a will in the register, court-fee stamp of the value of eight annas.

**C.—High Court Rules relating to the custody and preservation, production and copy of Wills in general.**

**309.** All wills as soon as they are filed in a Court for the purpose of being proved, shall be made over for safe custody, in the presence of the District Judge or District Delegate, either to the head clerk or to the Sheristadar of the Court, who shall give a receipt for them. The said

officer shall, on receipt, copy or cause the wills to be copied in the register kept for that purpose and entered in the alphabetical index where a note shall subsequently be made showing, as to each will, whether Probate or Letters of Administration with the will annexed have been granted or not, as provided for in rule 303 *ante*.

**310.** All wills of which Probate or Letters of Administration with the will annexed are not granted shall be preserved in the manner indicated in rule 304 *ante*. Provided that when an application for Probate or Letters of Administration with the will annexed is withdrawn, or dismissed for default or non-prosecution, the will may be returned to the party filing it, on his application except where there is any provision of the law requiring the Court to retain it. If any forgery is suspected, the Court may keep the will pending such action as it may deem proper.

**311.** No original will after being placed in the fireproof safe as provided for in rule 304 above shall be removed therefrom except under an order in writing of the District Judge or District Delegate made for the purpose of—

(1) its being produced in Court on the hearing of the application for the purpose of which it was filed, or on the hearing of an application for the revocation of a grant or Probate or Letters of Administration with the will annexed, or on the hearing of a case in the District Judge's or District Delegate's Court in which it is necessary to put such will in evidence:

**NOTE.**—The Sheristadar or the head clerk if the Court having custody of the will shall personally produce the will before the Court on the day of hearing, and if the will has to be retained in Court, shall take a written receipt from the Bench Clerk. The latter officer shall be responsible for the custody of the will so long as it remains in the Court.

(2) its being copied;

(3) an inspection of such will;

(4) its being transmitted to the Court of the District Judge under rule 305 above.

(5) complying with the requisition under rule 312.

**312.** (1) Upon a requisition from any Court at a different station for the production of an original 'will' in a case pending in such Court, the District Judge or District Delegate shall, whether the original 'will' has been proved or not, forward the 'will' in a sealed packet by registered post, with acknowledgment due, addressed to the presiding Judge of the Court making the requisition. When the Court making the requisition is located at the same station as that of the District Judge or District Delegate, the 'will' shall be sent in a sealed packet in the custody of a responsible officer to the said Court for production. The officer to whom an original 'will' is so entrusted shall deliver the same to the presiding Judge of the Court.

**NOTE.**—When the record of a case referred to in rule 343(d) *post* or an original 'will' is called for in connection with an appeal or case pending in the High Court, the District Judge or District Delegate shall, whether the original 'will' has been proved or not, forward the same separately in a sealed packet by registered post, with acknowledgment due, addressed to the Deputy Registrar, Appellate Side or Original Side, as the case may be, with reference to the requisition.

(2) The Presiding Judge shall, on receipt of the 'will' whether sent by post or through a responsible officer, take all necessary precautions for the safe custody and preservation of the 'will' until he has returned the same in a sealed packet through the officer to whom it was entrusted for production, or by registered post, with acknowledgment due, to the District



Judge or District Delegate in whose Court the 'will' was filed for the purpose of the application for the grant of Probate or Letters of Administration.

**NOTE.**—When the 'will' is called for for production at the instance of a party in any Court, the District Judge or District Delegate shall not comply with the requisition for the same unless it is certified that a sum sufficient to cover all the necessary expenses for transmission and re-transmission thereof has been deposited.

**313.** (1) Applications for a copy of an original will shall be submitted to the District Judge or District Delegate, and such copy shall only be granted subject to the conditions which attach to the inspection of original wills.

(2) For copies, the same fee as for inspection shall be levied in court-fee stamps (*vide* rule 308) in addition to the copying charges at the usual rate obtaining in the civil courts which shall be levied in the same way as such charges are levied under the copying rules in Chapter 25, Part IV.

**314.** All applications for copies or inspection of wills and registers of wills shall be entered in the register prescribed by the High Court for applications for copies.

**315.** In cases where the fees collected for inspection and copy exceed Rs. 5 per mensem, District Judges or District Delegates may assign a moiety to the officer entrusted with the custody of the wills, the balance being credited to Government. In cases where the collections do not average more than Rs. 5 per mensem in one year, District Judges or District Delegates may sanction the payment to such officer of the full amount realised up to Rs. 30.

**NOTE.**—(a) The following certificate should be appended to each Bill in which the charges referred to in this rule are drawn :—

"Certified that the charges included in this bill have been drawn in accordance with the scale laid down by the High Court, and that each court-fee stamp for which commission is drawn is defaced with the words 'Commission allowed.' Certified also that the fees drawn on previous bills (with the exception of those deducted above) have been disbursed to the proper person and his receipt taken in the acquittance roll filed in my office."

(b) As there is a separate Budget allotment for the expenditure, the charges should be drawn on separate bills showing the allotment and expenditure up to date of each drawal. (A. G. B. No. T. M. 163, dated 6th May, 1892, and C. O. No. 16 of 18th August, 1892.)

**316.** (1) A register of caveats containing the following columns shall be maintained in manuscript in the office of the District Judge and the District Delegate :—

(i) Serial Number.

filing the caveat,

(ii) Date of \_\_\_\_\_  
receipt of copy of caveat.

(iii) Name, description and residence of the caveator.

(iv) Name, description and residence of the testator.

(v) Action taken.

(vi) Remarks,

(2) In this register shall be entered all caveats lodged and all copies of caveats received under sub-sections (2) and (3) of section 284, Indian Succession Act, before application is made for the grant of Probate or Letters of Administration.

(3) Such caveats and copies shall be kept in a guard file and preserved in the office until the filing of a connected application for Probate or Letters of Administration. Upon the filing of any such application, the relevant caveat or copy shall be removed from the guard file and made part of the

record of the proceeding relating to the application. When this is done, the fact should be noted in column 6 of the register.

**D.—Jurisdiction of Subordinate Judges and Munsifs.**

**317.** (1) The Courts noted below have been invested with the functions of a District Judge under section 388 (1) of the Indian Succession Act, 1925, within the limits of the jurisdiction shown, respectively, against their names, under the notification so shown:—

Courts.	Local limits.	Notification.
<i>Bankura.</i>		
The Subordinate Judge ..	Sadar Munsifi ..	G. B. J. D. No. 6244J., dated the 13th July, 1927.
The Senior Munsif of Vishnupur	Own jurisdiction	Ditto.
<i>Birbhum,</i>		
The Subordinate Judge ..	Suri Munsifi ..	Ditto.
The Senior Munsif of—		
Bolpur .. ..	Bolpur Munsifi ..	G. B. J. D. No. 4863J., dated the 6th June, 1934.
Rampurhat .. ..	Own jurisdiction ..	G. B. J. D. No. 6244J., dated the 13th July, 1927.
The Munsif of Dubrajpur ..	Dubrajpur Munsifi ..	G. B. J. D. No. 4863J., dated the 6th June, 1934.
<i>Burdwan.</i>		
The Subordinate Judge ..	Sadar Munsifi ..	G. B. J. D. No. 6244J., dated the 13th July, 1927.
The Subordinate Judge of Asansol.	Asansol Munsifi ..	Ditto.
The Senior Munsif of Katwa ..	Own jurisdiction ..	Ditto.
The Munsif of Kalna ..	Ditto ..	Ditto.
<i>West Dinajpur-Darjeeling.</i>		
The Subordinate Judge of—Darjeeling,	Darjeeling ..	G. W. B. J. D. No. 6006J., dated the 31st October, 1947.
West Dinajpur and Jalpaiguri	Balurghat Munsifi and Jalpaiguri Munsifi.	G. W. B. J. D., No. 6392J., dated the 2nd December, 1947.
Malda .. ..	Own jurisdiction ..	Ditto.
The Senior Munsif of—		
Balurghat .. ..	Ditto ..	G. B. J. D., No. 5795J., dated the 13th July, 1928.
Jalpaiguri .. ..	Ditto ..	G. B. J. D., No. 6244J., dated the 13th July, 1927.
The Munsif of—		
Raiganj .. ..	Ditto ..	Ditto.
The itinerant Munsif at Siliguri, Kurseong and Kalimpong.	Siliguri, Kurseong and Kalimpong Munsifa.	G. W. B. J. D. No. 6006J., dated the 31st October, 1947.

Courts.	Local limits.	Notification.
<i>Hooghly.</i>		
The Senior Subordinate Judge	Sadar Munsifi ..	G. B. J. D. No. 6244J., dated the 13th July, 1927.
The Senior Munsif of— Arambagh .. ..	Own jurisdiction ..	Ditto.
Serampore .. ..	Ditto ..	Ditto.
<i>Howrah.</i>		
The Senior Subordinate Judge	Howrah Munsifi ..	Ditto.
The Munsif of— Uluberia .. ..	Own jurisdiction ..	Ditto.
Amta .. ..	Own jurisdiction ..	G. B. J. D. No. 4455J., dated the 15th December, 1943.
<i>Midnapore.</i>		
The Senior Subordinate Judge	Sadar Munsifi ..	G. B. J. D. No. 6244J., dated the 13th July, 1927.
The Senior Munsif of— Contai .. ..	Own jurisdiction ..	Ditto.
Tamluk .. ..	Ditto ..	Ditto.
The Munsif of— Ghatal .. ..	Own jurisdiction ..	G. B. J. D. No. 6244J., dated the 13th July, 1927.
Jhargram .. ..	Ditto ..	Ditto.
Danton .. ..	Ditto ..	G. B. J. D. No. 2354J., dated the 8th June, 1943.
Garhbeta .. ..	Ditto ..	G. B. J. D. No. 1834J., dated the 22nd May, 1946.
<i>Murshidabad.</i>		
The Subordinate Judge ..	Berhampore Munsifi ..	G. B. J. D., No. 6244J., dated the 13th July, 1927.
The Senior Munsif of— Jangipur .. ..	Own jurisdiction ..	Ditto.
Kandi .. ..	Ditto ..	Ditto.
The Munsif of Lalbagh ..	Ditto ..	Ditto.
<i>Nadia.</i>		
The Subordinate Judge ..	Krishnagar Munsifi ..	G. W. B. J. D. No. 6393J., dated the 2nd December, 1947, as amended by G. W. B. J. D. No. 2876J., dated the 14th June 1948.
The Munsif of Ranaghat ..	Own jurisdiction ..	B. J. D. No. 6244J., dated the 13th July, 1927.
<i>24-Parganas.</i>		
The two Senior Subordinate Judges.	Sadar Munsifi of Alipore	G. B. J. D. No. 6244J., dated the 13th July, 1927.
The Senior Munsif of— Baraset .. ..	Own jurisdiction ..	Ditto.
Barulpur .. ..	Ditto ..	Ditto.
Basirhat .. ..	Ditto ..	Ditto.
Diamond Harbour ..	Ditto ..	Ditto.
Sealdah .. ..	Ditto ..	Ditto.
Bongaon .. ..	Ditto ..	Ditto.

(2) Under the provisions of section 265 of the Indian Succession Act, 1925, the High Court have appointed *ex officio* as District Delegates under that Act within the limits of the jurisdiction noted against their names the following Subordinate Judges and Munsifs:—

Courts.	Local limits.	Notification.
<i>Bankura.</i>		
The Subordinate Judge ..	Sadar Munsifi ..	H. C. No. 8990A., dated the 25th June, 1927.
The Senior Munsif of— Bishnupur	Own jurisdiction ..	Ditto.
<i>Birbhum.</i>		
The Subordinate Judge ..	Suri Munsifi ..	H. C. No. 8990A., dated the 25th June, 1927.
The Senior Munsif of— Bolpur ..	Bolpur Munsifi ..	H. C. No. 9918A., dated the 22nd May, 1934.
Rampurhat ..	Own jurisdiction ..	H. C. No. 8990A., dated the 25th June, 1927.
<i>Burdwan.</i>		
The Subordinate Judge ..	Sadar Munsifi ..	H. C. No. 8990A., dated the 25th June, 1927.
The Subordinate Judge of Asansol.	Asansol Munsifi ..	Ditto.
The Senior Munsif of Katwa	Own jurisdiction ..	Ditto.
The Munsif of Kalna ..	Ditto ..	Ditto.
<i>West Dinajpur-Darjeeling.</i>		
The Subordinate Judge of— Darjeeling ..	Own jurisdiction ..	H. C. No. 11015A., dated the 11th November, 1947.
West Dinajpur and Jalpaiguri	Balurghat Munsifi and Jalpaiguri Munsifi.	H. C. No. 11066A., dated the 18th November, 1947.
Malda ..	Own jurisdiction ..	Ditto.
The Senior Munsif of— Balurghat ..	Balurghat Munsifi ..	H. C. No. 8990A., dated the 23rd June, 1928.
Jalpaiguri ..	Own jurisdiction ..	Ditto.
Malda ..	Ditto ..	H. C. No. 11066A., dated the 18th November, 1947.
<i>Hooghly.</i>		
The Senior Subordinate Judge	Sadar Munsifi ..	H. C. No. 8990A., dated the 25th June, 1927.
The Senior Munsif of— Arambagh ..	Own jurisdiction ..	Ditto.
Serampore ..	Ditto ..	Ditto.
<i>Howrah.</i>		
The Subordinate Judge (whether permanent or officiating).	Executive district of Howrah.	H. C. No. 14974A., dated the 9th November, 1926.
Uluberia ..	Ditto ..	H. C. No. 8990A., dated the 25th June, 1947.

Courts.	local limits.	Notification.
<i>Midnapore.</i>		
The Senior Subordinate Judge	Sadar Munsifi ..	H. C. No. 8990A., dated the 25th June, 1927.
The Senior Munsif of—		
Contai .. ..	Own jurisdiction ..	Ditto.
Tamluk .. ..	Ditto ..	Ditto.
The Munsif of—		
Danton .. ..	Danton Munsifi ..	H. C. No. 2153A., dated the 25th July, 1929.
Garhbeta .. ..	Garhbeta Munsifi ..	H. C. No. 20139A., dated the 13th December, 1929.
Ghatal .. ..	Own jurisdiction ..	H. C. No. 8090A., dated the 25th June, 1927.
Jhargram .. ..	Ditto ..	Ditto.
<i>Murshidabad.</i>		
The Subordinate Judge ..	Perhampore Munsifi	H. C. No. 8990A., dated the 25th June, 1927.
The Senior Munsif of —		
Jangipur .. ..	Own jurisdiction ..	Ditto.
Kandi .. ..	Ditto ..	Ditto.
The Munsif of Lalbagh ..	Ditto ..	Ditto.
<i>Nadia.</i>		
The Subordinate Judge ..	Krishnagar Munsifi ..	H. C. No. 11066A, dated the 18th November, 1947 as amended by H. C. No. 3974A., dated the 2nd July, 1948.
The Munsif of Ranaghat ..	Own jurisdiction ..	H. C. No. 8990A., dated the 25th June, 1927.
<i>24-Parganas.</i>		
The two Senior Subordinate Judges.	Alipore and Sealdah Munsifis.	H. C. No. 5721A., dated the 10th August, 1949.
The Senior Munsif of—		
Bārasat .. ..	Own jurisdiction ..	Ditto.
Basirhat .. ..	Ditto ..	Ditto.
Baruipur .. ..	Ditto ..	Ditto.
Diamond Harbour ..	Ditto ..	Ditto.
The Munsif of Eongaon ..	Ditto ..	Ditto.

- (3) Under the provisions of section 23(1) of the Bengal, Agra and Assam Civil Courts Act, 1887, the High Court has authorised the District Judge of 24-Parganas to transfer proceedings under the Indian Succession Act, 1925 (XXXIX of 1925) which cannot be disposed of by District Delegates, to any of the Subordinate Judges of 24-Parganas (*vide* H. C. Notification No. 5724A, dated the 10th August, 1949.)

**6. The Provincial Insolvency Act, 1920 (Act V of 1920).**

**318.** (1) The following rules may be cited as "The Provincial Insolvency Rules." The forms\* prescribed by these rules, with such variations as circumstances may require, shall be used for the matters to which they severally relate.

(2) Every insolvency petition shall be entered in the Register of Insolvency Petitions [Form No. (R)3] to be maintained in all Courts exercising Insolvency Jurisdiction, and shall be given a serial number in that register, and all subsequent proceedings in the same matter shall bear the same number, except proceedings which have to be registered as Miscellaneous Judicial cases under the Note to clause (38) of rule 776.

(3) All insolvency proceedings may be inspected at such times, and subject to such restrictions as the Court exercising insolvency jurisdiction may prescribe, by the Receiver, the debtor, and any creditor who has proved, or any legal representative on their behalf.

*Notices.*

(4) Whenever publication of any notice or other matter is required by the Act or by these Rules to be made in an Official Gazette, a memorandum referring to and giving the date on which such advertisement appeared, shall be filed with the record and noted in the order-sheet.

(5) Notice of an order fixing the date of the hearing of a petition under section 19 (2) shall be published in the Official Gazette and advertised in such newspapers as the Court may direct. A copy of the notice shall also be forwarded by the Court by registered letter to each creditor to the address given in the petition. The same procedure shall be followed in respect of notices of the date for the consideration of a proposal for composition or scheme of arrangement under section 38(1).

(6) Notice of an order of adjudication under section 30 may in addition to the publication in the Official Gazette required by the Act, be published in such newspapers as the Court may direct. When the debtor is a Government servant, a copy of the order shall be sent to the head of the office in which he is employed. The same procedure shall be followed in regard to notices of orders annulling an adjudication under section 37 (2)

**NOTE.**—If the insolvent has no assets wherefrom the cost of the publication of the notice of the order made under sec. 43(1) can be met, the Court should send the notice with a certificate to that effect to the Superintendent, Government Printing, West Bengal, whereupon the notice will be published in the *Calcutta Gazette* free of charge.

(7) The notice to be given by the Court under section 50 shall be served on the creditor or his pleader, or shall be sent by the Court through the post by registered letter.

(8) The notice to be issued by the Receiver under section 64 before the declaration of a final dividend to the persons whose claims to be creditors have been notified, but not proved, shall be sent through the post by registered letter.

(9) Notices of the date of hearing of applications for discharge under section 41 (1) shall be published in the Official Gazette and in such newspapers as the presiding Judge may direct, and copies shall be sent by the Court by registered post to all creditors whether they have proved or not.

---

\*The forms are reproduced as Nos. (J)57-(J)61, (P)75-(P)80 and (M)51-(M)53 in Volume II.

(10) A certificate of an officer of the Court or of the Official Receiver or an affidavit by a Receiver that any of the notices referred to in the preceding rules has been duly posted, accompanied by the Post Office receipt, shall be sufficient evidence of such notice having been duly sent to the person to whom the same was addressed.

(11) In addition to the prescribed methods of publication, any notice may be published otherwise in such manner as the Court may direct, for instance, by affixing copies in the Court-house or by beat of drum in the village in which the insolvent resides.

### *Receivers.*

(12) Every appointment of a Receiver shall be by order in writing signed by the Court. Copies of this order sealed with the seal of the Court should be served on the debtor, and forwarded to the person appointed.

(13) (i) A Court when fixing the remuneration of a Receiver should, as a rule, direct it to be in the nature of a commission or percentage of which one part should be payable on the amount realised, after deducting any sums paid to secured creditors out of the proceeds of their securities, and the other part on the amount distributed in dividends.

(ii) When a Receiver realizes the security of a secured creditor, the Court may direct additional remuneration to be paid to him with reference to the amount of work which he has done and the benefit resulting to the creditors.

(14) (i) The Receiver shall keep a cash-book and such books and other papers as are necessary to give a correct view of his administration of the estate, and shall submit his accounts at such times and in such forms as the Court may direct. Such accounts shall be audited by such person or persons as the Court may direct. These shall include costs incurred on journeys necessary to the proper administration of the estate. The costs of the audit shall be fixed by the Court, and shall be paid out of the estate.

(ii) Any creditor may apply to the Court for an order directing the Receiver to hold a local enquiry in order to ascertain whether the debtor has excluded any of his properties from his schedule. The Court may before passing such an order call upon the creditor to deposit the costs likely to be incurred by the Receiver on account of journeys made for the purpose and may thereafter direct that such deposit shall be a first charge on the assets after payment of the Receiver's remuneration as provided by sub-rule (13).

(15) Any creditor who has proved his debt may apply to the Court for a copy of the Receiver's Accounts (or any part thereof) relating to the estate, as shown by the cash-book up to date, and shall be entitled to such copy on payment of the charges laid down in the rules of this Court regarding the grant of copies.

(16) In any case in which a meeting of creditors is necessary and in any case in which the debtor proposes a composition or scheme under section 38, the Receiver shall give 7 days' notice to the debtor and to every creditor of the time and place appointed for such meeting. Such notices shall be served by registered post.

*Proof of debts.*

(17) A creditor's proofs should be in Form No. (M)51 in volume II, with such variations as circumstances may require.

(18) In any case in which it shall appear from the debtor's statement that there are numerous claims for wages by workmen and others employed by the debtor, it shall be sufficient if one proof for all such claims is made either by the debtor or by some other persons on behalf of all such creditors. Such proof should be in Form No. (M)52 in Volume II.

*Procedure where the debtor is a firm.*

(19) Where any notice, declaration, petition, or other document requiring attestation is signed by a firm of creditors or debtors in the firm name, the partner signing for the firm shall also add his own signature, *e.g.*, "Brown & Co., by James Green, a partner in the said firm."

(20) Any notice or petition for which personal service is necessary, shall be deemed to be duly served on all the members of a firm if it is served at the principal place of business of the firm within the jurisdiction of the Court, on any one of the partners, or upon any person having at the time of service the control or management of the partnership business there.

(21) The provisions of the last preceding rule shall, so far as the nature of the case will admit, apply in the case of any person carrying on business within the jurisdiction in a name or style other than his own.

(22) Where a firm of debtors file an insolvency petition the same shall contain the names in full of the individual partners, and if such petition is signed in the firm name the petition shall be accompanied by an affidavit made by the partner who signs the petition showing that all the partners concur in the filing of the same.

(23) An adjudication order made against a firm shall operate as if it were an adjudication order made against each of the persons who at the date of the order is a partner in that firm.

(24) In cases of partnership the debtors shall submit a schedule of their partnership affairs, and each debtor shall submit a schedule of his separate affairs.

(25) The joint creditors, and each set of separate creditors, may severally accept compositions or schemes of arrangement. So far as circumstances will allow, a proposal accepted by joint creditors may be approved in the prescribed manner, notwithstanding that the proposals or proposal of some or one of the debtors made to their or his separate creditors may not be accepted.

(26) Where proposals for compositions or schemes are made by a firm, and by the partners therein individually, the proposals made to the joint creditors shall be considered and voted upon by them apart from every set of separate creditors; and the proposal made to each separate set of creditors shall be considered and voted upon by such separate set of creditors apart from all other creditors. Such proposals may vary in character and amount. Where a composition or scheme is approved, the adjudication order shall be annulled only so far as it relates to the estate, the creditors of which have confirmed the composition or scheme.

(27) If any two or more of the members of a partnership constitute a separate and independent firm, the creditors of such lastmentioned firm shall



be deemed to be a separate set of creditors, and to be on the same footing as the separate creditors of any individual member of the firm. And when any surplus shall arise upon the administration of the assets of such separate or independent firm, the same shall be carried over to the separate estates of the partners in such separate and independent firm according to their respective rights therein.

### *Sale of immovable property of insolvent*

(28) If no Receiver is appointed and the Court, in exercise of its powers under section 58 of the Act, sells any immovable property of the insolvent, the deed of sale of the said property shall be prepared by the purchaser at his own cost, and shall be signed by the presiding Judge of the Court. The cost of registration (if any) will also be borne by the purchaser.

### *Dividends.*

(29) The amount of the dividend may, at the request and risk of a creditor, be transmitted to him by post.

### *Summary administration.*

(30) When an estate is ordered to be administered in a summary manner under section 74 of the Act, the provisions of the Act and Rules shall, subject to any special direction of the Court, be modified as follows, namely:—

(i) There shall be no advertisement of any proceedings in the local Official Gazette or any newspaper.

(ii) The petition and all subsequent proceedings shall be endorsed "Summary Case."

(iii) The notice of the hearing of the petition to the creditors shall be in Form No. (P)80, Volume II.

(iv) The Court shall examine the debtor as to his affairs, but shall not be bound to call a meeting of creditors, but the creditors shall be entitled to be heard and to cross-examine the debtor.

(v) The appointment of a Receiver will often not be necessary, and the Court may act under section 58 of the Act in order to reduce the cost of the proceedings.

### *Costs.*

(31) All proceedings under the Act down to and including the making of an order of adjudication shall be at the cost of the party prosecuting the same, but when an order of adjudication has been made, the reasonable costs of the petitioning creditor shall be payable out of the estate.

(32) No costs incurred by a debtor of, or incidental to, an application to approve of a composition or scheme, shall be allowed out of the estate, if the Court refuses to approve the composition or scheme.

(33) Where no receiver being appointed the Court itself exercises all the powers of a receiver under sec. 58, an account in the accompanying form should be maintained to show all amounts received and disbursed:—

Debts proved.	Date of chalan.	No. of chalan.	Amount received.	Disbursements.	Initial of Judge.	Remarks.
			Rs. a. p.	Rs. a. p.		

**319.** (1) The following rules may be cited as the Provincial Insolvency (Supplementary) Rules, 1940.

(A) *Official Receivers.*

(2) The Official Receiver shall charge such commission and furnish such security as the State Government, in consultation with the District Judge, may direct.

(3) The Official Receiver shall be under the administrative control of the District Judge, who shall fix a time and place for the performance of his duties.

(4) Subject to the operation of these rules, the provisions of rule 318, Civil Rules and Orders, shall apply to the Official Receiver as to any other Receiver.

(5) The provisions of Rules 65-96, inclusive of Order XXI, Civil Procedure Code, 1508, and of rules 190, 191 and 196, Civil Rules and Orders, shall, *mutatis mutandis*, apply to all sales of property conducted by the Official Receiver, who directly or indirectly shall neither bid at any such sale nor acquire an interest in any such property.

(6) The accounts of the Official Receiver shall be audited annually by the Accountant-General, West Bengal, who shall submit an audit report through the District Judge to the State Government; and the cost of such audit shall be met by charging upon the gross annual realisations of such estate in the hands of the Official Receiver an audit fee to be fixed by the State Government.

(7) (a) The Official Receiver shall maintain the following registers:—

(i) Diary (Form No. 1).

(ii) Tour Diary (Form No. 2).

(iii) Register of Insolvency cases (Form No. 3).

(iv) Register of receipts and payments on account of immovable property (Form No. 4).

(v) Register of receipts and payments on account of movable property (Form No. 5).

(vi) Cash Book (Form No. 6).

(vii) Estates Ledger Account (Form No. 7).

(viii) Register of realisations and refunds on account of commission, travelling allowance and audit fees (Form No. 8).

(ix) Dividend Register (Form No. 9).

(b) The Official Receiver shall issue printed and numbered receipts for all monies realised by him, and shall, to facilitate the audit of his accounts, retain printed and numbered counterfoils of all receipts so issued.

(c) The Official Receiver shall, once in every half year, prepare an abstract of Estates Ledger Account balances, and the Sheristadar of the District Judge shall compare such abstract with the balances shown in the Official Receiver's Cash Book, and shall reconcile the difference, if any, between the abstract and the Cash Book balances.

(8) All monies realised by the Official Receiver shall be paid by him into the Government Treasury on the day of receipt if possible, or on the morning of the next working day; provided that monies realised on tour shall be so paid not later than on the morning of the working day next following his return to headquarters.

(9) Collections representing audit fees or the commission and travelling allowance fees of the Official Receiver shall be credited by chalan to such account as the State Government may direct; and all other collections shall be separately credited by chalan to a personal ledger account to be opened in the name of the District Judge.

(10) (a) The Official Receiver shall draw his commission and travelling allowance from the Government account by submitting in duplicate, for refunds of revenue, bills in form T. R. 12 annexed to the Treasury Rules (Refund of Revenue) and in Bengal Form No. 2445.

(b) Every such bill shall, before submission to the Treasury, be checked by the District Judge's accountant, and sanction for such refund of revenue shall be accorded on each bill over the countersignature of such authority as may be vested with the powers to sanction refunds of revenue by the State Government in this behalf.

(c) One copy of every bill so countersigned shall be retained by the Official Receiver for the purposes of audit.

(11) (a) No expenditure above Rs. 10 from the personal ledger account shall be incurred except on the written order of the District Judge; and no expenditure shall be incurred for any estate without sufficient liquid assets to meet such expenditure, unless a creditor deposits the required amount.

(b) The Official Receiver shall, for the purposes of audit, maintain in manuscript form a record of the receipt and refund of every such deposit.

(12) All payments above Rs. 10 from the personal ledger account shall be made by cheque drawn by the District Judge.

(13) Dividends shall ordinarily be paid by cheques drawn in favour of creditors, but may be paid by cheques drawn in favour of the Official Receiver, who shall thereafter distribute the amount drawn, either in cash or by money order.

(14) Cheques drawn in favour of creditors shall as soon as drawn be posted in the Cash Book and Estates Ledger Account and shall then be made over to the actual payees or their accredited agents, and in all cases in which a cheque is issued, the dated receipt of the recipient shall be taken on the order-sheet of the case record and also on a voucher which shall, for the purposes of audit, be retained by the Official Receiver in accordance with the order of entries in the Cash Book.

(15) The Treasury shall, in respect of the personal ledger account standing in the name of the District Judge, issue a pass-book in which entries shall be made twice in every month; and at the close of every month, the Sheristadar of the District Judge shall compare such entries with the entries in the Official Receiver's Cash Book, and shall reconcile the difference, if any, between the pass-book and the Cash Book entries.

(16) All cheques not cashed within ninety days of the date of issue shall be cancelled and stopped by the District Judge, and no fresh cheque shall be issued until the cancelled cheque has been returned by the payee.

(17) From the personal ledger account, the Official Receiver shall have a permanent advance of Rs. 100, or such lesser sum as the District Judge may, after consultation with the High Court, direct, and shall recoup expenditure from such advance by presenting bills and vouchers to the District Judge, who, after checking the same, shall issue in favour of the Official Receiver a cheque for the amount passed.

(18) When the Official Receiver carries on any business belonging to a debtor, he shall keep a separate account of the trading, and shall incorporate in his Cash Book at the close of each week the net total receipts on account of such trading.

*(B) Committees of Inspection.*

(19) A Committee of Inspection shall consist of not more than five or less than three members (of whom two shall form a quorum), elected at a meeting conducted by the Receiver, who shall give fifteen days' clear notice thereof to those creditors who have proved their debts.

(20) A member of the Committee may resign his office by written notice delivered to the Receiver, and shall vacate it if he becomes insolvent or compounds or arranges with his creditors, or if he is absent from five consecutive meetings of the Committee, or if a majority of the insolvent's creditors who have proved their debts resolve that he be removed; and a vacancy occurring under this Rule shall be filled in the manner provided in Rule (19).

(21) No defect or irregularity in the election of any member shall invalidate any act done by him as a member in good faith.

(22) A meeting of the Committee may be called by the Receiver or by any member as required, and at least one meeting shall be held in every month.

(23) In the administration and distribution of the insolvent's assets the Receiver shall have regard to the directions of the Committee, and shall obtain its written consent before applying to the Court for leave to take action under section 59 of the Act.

(24) The Receiver shall, when required, submit to the Committee the Cash Book and other requisite papers; and at the end of every three months the Committee shall audit the entries in the Cash Book and Estates Ledger Account, and shall append thereto an audit certificate signed by each member.

(25) No member of the Committee shall, **except with the permission** of the Court, either directly or indirectly, by himself or by any other person, purchase any part of the insolvent's estate, or derive any profit out of any transaction arising out of the insolvency, or receive from the estate any payment for services rendered or goods supplied by him in connection with the administration thereof; and the Court may disallow any such purchase, and may recover from a member any such payment or profit.

(26) When services of a special nature, as distinct from ordinary duties, have been rendered by a member of the Committee in connection with the administration of an estate, the Court may allow him such remuneration as it thinks fit.

(27) Any trading account maintained by the Receiver shall, at least once in every month, be submitted by him to the Committee, and shall be examined and certified by the Committee or by any member appointed by it for this purpose.

*(C) Meetings of Creditors.*

(28) A meeting of creditors convened under Rule 318, Civil Rules and Orders, to consider a composition or arrangement proposed under section 38 of the Act shall be presided over by the Receiver, who shall record and forward to the Court the decision arrived at. Where no Receiver has been appointed, the Court itself shall preside.

**INSOLVENCY FORMS.****Form No. 1.**

Diary.

Attended Office at.....

Date.....

Left Office at.....

Day.....

Number of the insolvency case in the Official Receiver's register (the number of the case in the Court's register should be given within brackets).	Object for which it is set down for the day	Short note of the work done.	Realisations with sources of such realisations.	Number and date of the chalan by which amounts realised during the day are remitted to Treasury and the amount of the chalan.	Date to which it is adjourned if at all.	Remarks.
1	2	3	4	5	6	7

*N.B.*—At the end of each day the Official Receiver shall note in red ink the balance in hand of the Imprest and the unremitted balance of the realisations for the day.

**Form No. 2.**

Tour diary.

Date or dates if the journey extends over several days.	Details of journey including hours of departure from and return to the station.	Details of the case or cases in connection with which the journey is undertaken.	Short note of the work done in connection with each case.	Realisations with sources of such realisations.	Remarks.
1	2	3	4	5	6

*N.B.*—The amount entered in column 5 of this register shall also be shown in red ink in column 6 of the diary in Form 1.

## Register of Insolvency cases.

Personalty.										
(i) Debts due and other pecuniary claims bearing those mentioned in column (ii).										
Serial No.	Serial number in the Court's register.	Name, father's name and address of the insolvent.	Date of vesting order.	Serial No.	Name, father's name and address of debtor.	Nature of debt or claim.	Amount.	Realisation, if any.	Date of realisation.	Remarks.
1	2	3	4	5	6	7	8	9	10	11
							Rs. n. p.			

**Personality.**

<b>(ii) Securities and shares in joint-stock companies.</b>										<b>(iii) Money.</b>				
Serial No.	Description.	Face value.	In whose possession	If subject to the claim of third party, name and address of the party and the nature of the claim.	Market value of the debtor's interest.	Realisation.	Date of realisation.	Remarks.	Serial No.	In whose possession	Amount.	Realisation.	Date of realisation.	Remarks.
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
		Rs. a. p.	c		Rs. a. p.						Rs. a. p.			

Personalty.							Realty.											
(iv) Other movables.																		
Serial No.	Description of class of property and the number of items of each class.	In whose possession.	Value stated in petition.	Value realised.	Date of sale.	Re-marks.	Serial No.	Description.	Extent.	Where situated.	Nature of insolvent's interest.	Value of insolvent's interest as stated in the petition.	Nature of encumbrances, if any, and the name and address of the owner of encumbering interest.	Annual income if any.	Income realised with dates of realisation.	Price at sale.	Date of sale.	Re-marks.
27		29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
			Rs. a. p.	Rs. a. p.								Rs. a. p.		Rs. a. p.		Rs. a. p.		

*Note.*—Entries in this register in connection with cases where the Official Receiver is appointed Interim Receiver should be made in red ink and in the remarks column in all cases the dates of discharge of the Official Receiver as Receiver or Interim Receiver should be noted.



**Register of receipts and payments on account of immovable properties.**

(Several pages of this register should be allotted to each estate and the name of the insolvent and the numbers of the case in the Official Receiver's register No. 3 and also the Court's register of cases should be noted on the top of each of these pages.)

98

**N.B.—(1) Arrears columns number should be written up in red ink.**

(2) When one estate has been fully administered, an abstract of these accounts should be entered in red ink at the end and a copy of this abstract should be submitted to the Court, along with another abstract of the accounts in Register 5.



Receipt.				Expenditure.			
Date.	Particulars of receipt.	Amount.	Remarks.	Date.	Particulars of expenditure.	Amount.	Remarks.
1	2	3	4	5	6	7	8
		Ra. a. p.				Ra. a. p.	

[illegible]

## Dividend Register.

Serial No.	Names of creditors.	Amount. of proved debt.	First dividend at . . per cent. by order of the court.	Final dividend at . . per cent. by order of the court.	No. and date of the money order receipt if the amount is sent by money order.	No. and date of cheque	Signature of payee or his authorised agent.	Signature of attesting witness	Remarks.
1	2	3	4	5	6	7	8	9	10
		Rs. a. p.							

## 7. The Indian Stamp Act, 1899 (II of 1899)

**320.** When a Judicial Officer sees reason to doubt the genuineness of a stamp filed before him, the stamp should be forwarded to the Collector of the district, who will examine it, and satisfy himself, if possible, as to its character, reporting the result to the officer sending it. Care should be taken to retain an examined copy of any document bearing a stamp which may be forwarded to the Collector under the above orders.

**321.** In all cases in which the Civil Courts find any document which comes before them to have been stamped after its execution in contravention of law, they should give a copy of their judgment to the Government Pleader with a view to the prosecution, if necessary, by the Revenue authorities, of the parties concerned in such after-stamping.

**322.** In dealing with unstamped or insufficiently stamped instruments executed before the present Stamp Act came into force, the procedure to be adopted and the penalties to be levied should be regulated, not by the old Acts which have been repealed, but by the present Act.

**323.** The attention of all Courts is drawn to the provisions of section 38, Stamp Act, 1899, which require that when an instrument is impounded and admitted in evidence, an authenticated copy of it, together with a certificate stating the amount of duty and penalty levied, shall be sent to the Collector.

**NOTE.**—The presiding officer should see that a copy of the impounded document together with a certificate of realisation of duty and penalty is sent to the Collector promptly and the amount realised is sent to the treasury with all possible despatch.

**324.** When submitting a reference to the High Court under section 60 of the Stamp Act, the District Judge shall at the same time forward a copy of the same to the Superintendent and Remembrancer of Legal Affairs together with an expression of his opinion as to whether that officer should engage Counsel or Pleader to argue the matter before the High Court.

## 8. The Indian Registration Act, 1908 (XVI of 1908).

**325.** In any case in which a registered document is discredited by the judgment of a Court on grounds connected with registration, such as false personation, forgery, want of execution, presentation or admission of execution beyond the statutory period, minority, idiocy or lunacy of the executant, such Court shall send a copy of its judgment to the District Registrar within whose jurisdiction the instrument was registered.

## 9. The Specific Relief Act, 1877 (I of 1877)

**326.** (1) When any Court has passed a decree under section 39 of the Specific Relief Act, 1877, for the cancellation of an instrument under the Indian Registration Act, or when an appellate Court reverses a decree which has been so passed and registered, the Court shall forthwith cause a copy of the decree to be forwarded to the Registering Officer concerned.

(2) When an appellate Court reverses or when the Court of second appeal restores the decree of a Court of first instance of which a copy has been transmitted to the registering officer under the provisions of the Act above-mentioned, it shall transmit a copy of its decree to the Registering Officer.

### 10. The Indian Lunacy Act, 1912 (IV of 1912).

#### *Procedure to be followed by District Courts in sending lunatics to Mental Hospitals.*

**327.** The relevant rules relating to lunatics so found by inquisition, framed by the Government of Bengal, under section 91 of the Indian Lunacy Act, 1912, are reproduced below:—

72. Lunatics in respect of whom an order for detention in a Mental Hospital has been made under sections 46 or 67 of the Act shall be confined in the Mental Hospitals mentioned in Rule 6 in accordance with the provisions of that rule.

73. The provisions of Rules 34, 39, 40 and 41 shall apply *mutatis mutandis* to the case of lunatics in respect of whom an order of detention in a Mental Hospital has been made by a District Court. The Court shall obtain and forward with every lunatic a certificate by a Medical Officer as required by Rule 41(1)(ii), and it shall also be responsible for all the entries in the descriptive roll.

6. Lunatics of the class mentioned in column 2 of the following table shall be sent from the areas mentioned in column 3 of that table to the Mental Hospitals mentioned opposite thereto in column 1:—

Mental Hospital.	Classes of lunatics.	Area from which lunatics are to be sent.
(1) Mental Observation Ward, Bhowanipur, Calcutta.	All European, Anglo-Indian or Indian lunatics or alleged lunatics detained for observation.	European, Anglo-Indian lunatics or alleged lunatics—from any part of the Presidency of Fort William in Bengal; Indian lunatics or alleged lunatics—from Calcutta and from the Sadar subdivisions of the 24 Parganas and Howrah districts.
(2) European Mental Hospital, at Kanke, Ranchi, in the province of Bihar and Orissa.	All European lunatics.	Any part of the Presidency of Fort William in Bengal.
(3) Indian Mental Hospital, at Kanke, Ranchi, in the province of Bihar and Orissa.	All Indian lunatics	Ditto.

Provided that Indian lunatics who pay for their accommodation and are accustomed to the European mode of life may be sent to the European Mental Hospital at Kanke, Ranchi, subject to the following conditions:—

(a) No Indian lunatic shall be sent to the said European Mental Hospital if there are at the time ten Indian lunatics accommodated in the said hospital who have been sent to the said hospital under this proviso.

(b) If at any time Indian lunatics who have been sent to the said European Mental Hospital under this proviso are being accommodated in the said hospital and it becomes necessary to provide accommodation for European patients in the said hospital such Indian patients or such number thereof as is necessary to provide such accommodation shall be transferred to the Indian Mental Hospital, Ranchi.

(Bengal Government Notification No. 554-Medl., dated the 7th February 1938.)

**NOTE 1.**—The Mental Observation Ward, Bhowanipore, shall be used only for the purposes of observation.

**NOTE 2.**—Mental Observation Ward, Bhowanipore, having been declared an asylum within the meaning of the Indian Lunacy Act, admission of lunatics there must be regulated by the provisions of the said Act and rules thereunder. Government are advised that under provisions of sections 87-90 of the said Act it is the duty of the persons who have charge of the property of the lunatic as well as of his relations, when in a position to do so, to pay for his expenses in the Observation Ward as in an ordinary asylum. All committing authorities should, in issuing orders for reception of lunatic or alleged lunatic in the Ward, find out whether there is any person who can be charged with the cost of maintenance of the lunatic or the alleged lunatic, and if so, record an order for payment of the cost by such a person.

**NOTE 3.**—All committing authorities in issuing orders for reception in the Ward should see that ten days' charges for the patient are paid in advance if he is to be placed in the paying class; failing such payment a patient will be given non-paying accommodation in the Ward.

**NOTE 4.**—When suspected lunatics are discharged from the Observation Ward under the orders of the officers committing them, the latter shall provide them, if necessary, with the expenses for going home and shall be responsible for seeing that they are sent safe to their homes or to the charge of some one competent to look after them.

34. The Magistrate shall make a searching inquiry into the previous history of a person alleged to be a lunatic, with a view to obtain every possible information regarding him, and shall furnish a fresh and complete history of each case, especially with reference to mode of life, state of health, and cause of insanity, all particulars being entered in the descriptive roll in Form O, annexed to these rules.

39. A certificate of fitness to travel must be furnished by the Medical Officer who certifies the insanity of the patient.

40. The Magistrate who despatches a lunatic to an asylum shall make proper arrangements to ensure that the lunatic is provided with suitable food for his consumption during the journey to the Mental Hospital.

41. (i) The Magistrate shall send the following documents with every lunatic sent to a Mental Hospital:—

- (i) Reception order;
- (ii) Certificate by Medical Officer in Form 3 in Schedule I to Act IV of 1912;
- (iii) Descriptive roll in Form O, annexed to these rules;
- (iv) Certificate of fitness to travel.

(2) If any document is not received, or if any defect or omission is discovered in any one of them, it shall at once be notified to the offic., by whom the lunatic has been sent with a view to the prompt rectification of the error.

**NOTE 1.**—Form O referred to above is reproduced as Form No. (M) 32 in Volume II.

**NOTE 2.**—The class of patients' who are to be sent to the European Mental Hospital at Ranchi is defined in the enclosure to the High Court's General Letter No. 2 (Civil and Criminal), dated the 24th January, 1920.

**NOTE 3.**—Before directing the despatch of a European lunatic to the European Mental Hospital at Ranchi, in Bihar and Orissa, the principle laid down in the Bengal Government Circular No. 1235-86Medl., dated the 29th April, 1921, and Circular No. 482-534Medl., dated the 26th February, 1923, also Bengal Government's memorandum Nos. 1150-1202Medl., and Nos. 1645-1697Medl., dated, respectively, the 23rd April and the 5th July, 1923, should be observed.

**NOTE 4.**—Bengal and Assam are among the provinces authorised to send European lunatics to the Mental Hospital at Ranchi. (See Bengal Government endorsement to District Judges and District Magistrates, Nos. 2936-2987Medl., dated the 7th November, 1921.)

**NOTE 5.**—Intimation of the despatch of mental patients for admission to the Indian Mental Hospital, Kanke, with details about the date and hour of arrival at the Ranchi railway station should invariably be sent beforehand to the Superintendent of the hospital by wire, if necessary. Before despatch to Ranchi of such patients, enquiry must also always be made of the Superintendent of the hospital whether accommodation is available for them. (See Bengal Government Memorandum No. 276-Medl., dated the 31st January, 1927.)

**NOTE 6.**—Before issuing reception orders for the detention of insane persons in the Indian Mental Hospital, Kanke, the provisions laid down in the Bengal Government Circular Nos. 3222-3275Medl., dated the 20th December, 1927, should be strictly observed.

**328.** The rules\* framed by the Government of Bengal under sub-section (1) of section 91 of the Indian Lunacy Act, 1912 (IV of 1912), for regulating the procedure to be followed by the District Courts in respect of applications made under section 62 of the said Act, are reproduced below:—

(1) Every application for inquisition made under section 63, sub-section (1) of the Indian Lunacy Act, 1912, and all notices and proceedings under the said Act shall be entitled in the manner following, namely:—

*In re* the Indian Lunacy Act, 1912, and

*In re* (name of person concerned).

(2) Every such application shall set forth the following particulars, namely:—

(a) Name, age and residence of the alleged lunatic (if a minor, name of person acting as guardian), also his position in life and domicile.

(b) Whether the alleged lunatic is married or unmarried, or a widow or widower.

(c) Names and addresses of all near relatives of, and persons interested in, the alleged lunatic.

(d) Concise description of the property of the alleged lunatic and the income thereof.

(e) A statement of the interest of the applicant in making the application.

(f) A concise statement of the facts on which the application is based, stating, where possible, the nature of the alleged lunacy and the time during which it is alleged that he has been of unsound mind.

(g) Name of persons (if any) proposed for appointment as manager of the alleged lunatic's estate and/or guardian of his person.

(3) Every such application, unless made by the Government Pleader shall be supported by an affidavit; and every such application, whether made by the Government Pleader or by any other person, shall be accompanied by the certificates of two registered medical practitioners who had reasonable opportunity of seeing and observing the alleged lunatic. Such certificates shall be to the effect that in the opinion of the writers the person in question is insane or incapable of managing himself or his affairs. Such certificates shall also state whether or not, in the opinion of the medical practitioners, service of notice of the proceedings on the alleged lunatic would be ineffectual by reason of his state of mind and whether or not it is undesirable on medical grounds that he should be required to attend for the purpose of being personally examined.

---

\*Bengal Government Notification No. 3632-J., dated the 27th April, 1928.



(4) The Court, if satisfied by the affidavit and the medical certificates and by any further evidence which it may deem fit to take and by personal interview with the alleged lunatic, where such interview seems possible and desirable, that an inquisition should be held, shall record an order stating that such inquisition will be held and fixing a time and place therefor.

(5) Thereupon the Court shall issue notice to the alleged lunatic in Form No. (P)82, Volume II.

(6) When the Court is satisfied by the medical certificates filed with the application that personal service on the alleged lunatic would be ineffectual, the Court shall direct substituted service of the said notice by serving the same upon such adult person residing with the alleged lunatic as the Court may select.

(7) Notices in the like form shall be served upon such relatives of the alleged lunatic and on such other person as the Court may direct.

(8) Unless the Court be satisfied by the said medical certificates that it is undesirable on medical grounds to direct the attendance of the alleged lunatic, the Court shall, when recording the order directing inquisition, direct by the said order that the alleged lunatic do attend at such convenient time and place as it may appoint for the purpose of being personally examined, and notice of the said order shall be served upon the alleged lunatic together with notice of the inquisition either personally or by service upon such adult person residing with the alleged lunatic as the Court may select. Such notice shall be in Form No. (P)83, Volume II.

## II. The Indian Companies Act, 1913.

**329.** The rules made by the High Court, from time to time, pursuant to section 246 of the Indian Companies Act, 1913, apply to all District Courts subordinate to the High Court, empowered under sub-section (1) of section 3, to exercise all or any of the jurisdiction conferred by the Act.

**NOTE.**—The rules now in force are shown in Appendix 7 to the Rules of the Calcutta High Court (1914), Original Side, Fourth Edition.

## 12. The Indian Oaths Act, 1873 (X of 1873).

**330.** (1) The following forms of oaths and affirmations are prescribed by the High Court under section 7, Act X of 1873:—

### (1) Oath for witnesses.

I swear that the evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false. So help me God.

### (2) Affirmation for witnesses.

I solemnly declare that the evidence which I shall give in this case shall be true, that I will conceal nothing, and that no part of my evidence shall be false.

*(1) Oath for interpreters.*

I swear that I will well and truly interpret, translate and explain all questions and answers, and all such matters as the Court may require me to interpret, translate and explain. So help me God.

*(2) Affirmation for interpreters.*

I solemnly declare that I will well and truly interpret, translate and explain all questions and answers, and all such matters as the Court may require me to interpret, translate, or explain.

(2) The same forms shall be used in criminal as in civil cases.

**331.** (1) Christian witnesses, interpreters and jurors, to whom oaths are administered, are to be sworn upon the New Testament.

(2) In other cases the oaths are to be administered upon such symbol, or accompanied by such act as may be usual, or as such witness, interpreter, or juror may acknowledge to be binding on his conscience.

**13. The Land Registration Act, 1876 (Bengal Act VII of 1876).**

**332.** When an order under section 32 of Bengal Act VII of 1876, directing the transfer of proprietary possession to be registered in the Registers of the Collector of the district, is passed by any Civil Court, the presiding officer of such Court shall send a copy of his order to the Collector, with a view to such transfer being registered in the Collectorate Register.

**14. The Bengal Alluvial Lands Act, 1920 (Bengal Act V of 1920).**

**333.** The rules made by the Government of Bengal under section 8 of the Bengal Alluvial Lands Act, 1920 (Bengal Act V of 1920) are reproduced in the Appendix below:—

**Appendix.***I.—Attachment.*

(1) The attachment of alluvial land under sec. 3 of the Bengal Alluvial Lands Act, 1920 (hereinafter referred to as "the Act") shall be made by an order in the form in Appendix 1 addressed to an officer, not below the rank of a Collectorate Kanungo.

(c) Possession under the order of attachment shall be taken by erecting a long bamboo on the land in the presence of some of the chief inhabitants of the neighbouring villages including members of the Union Boards and chaukidars. The order shall also be proclaimed at some place on, or adjacent to, the property by beat of drum or other customary method; and copies of the order shall be affixed at a conspicuous part of the property and at a conspicuous place in the nearest inhabited village. A copy thereof shall also be affixed in a conspicuous part of the office of the Subdivisional Officer or Collector.

*II.—Management.*

(3) Pending a decision of the Court, under sec. 6 of the Act, the Collector shall cause to be prepared a list showing the names of all persons claiming to be in cultivating possession, disputed or otherwise, of particular lands within the attached area. If there be no dispute regarding the cultivation of any land, the person in possession shall be left undisturbed to cultivate that land and a temporary settlement made with him pending the Court's decision. If there be such a dispute, the land shall be settled temporarily in such manner as the Collector may direct.

(4) The settlements under sub-rule 3 shall be effected by the simple grant of permission to cultivate the land on condition of the payment of a certain rent, and on condition that the tenancy will terminate on the expiry of such period as may be fixed, not exceeding three years, or, if within such period the Collector cancels his order of attachment under sub-section (3) of section 3 or if, according to an order passed under section 6 of the Act by the Court, he puts any other person in possession, then on the date of such cancellation or of such possession being given.

(5) If the Collector appoints a Receiver for the attached land, the powers, duties and liabilities of such Receiver shall be the same as those of a Receiver appointed under Order 40 in the First Schedule to the Code of Civil Procedure, 1908 (Act V of 1908).

### *III.—Demarcation, Survey and Preparation of a map.*

(6) So far as practicable, the disputed area shall be clearly demarcated by permanent pillars.

(7) A survey of the boundary of the attached area, together, where necessary, with a survey of the internal detail of the area shall be made by means of a theodolite. Such survey shall, where practicable, be connected with such permanent marks as may exist in the vicinity.

(8) (i) The map prepared on the basis of such survey shall show—

- (a) the boundary of the disputed land;
- (b) internal boundaries where necessary;
- (c) the permanent marks with which the survey was connected, where practicable;
- (d) the boundaries of adjacent lands so far as may be necessary; and
- (e) the position of the revenue, diara or other relevant survey lines if such position can be determined with sufficient accuracy, and such lines are relevant to the dispute.

(ii) The map so prepared shall be certified by the Collector to be a map prepared under section 4, sub-section (1) of the Act, and be signed by him.

### *IV.—General notice.*

(9) The general notice inviting claimants to the attached land under section 5, sub-section (4) of the Act, shall be proclaimed at some place on, or adjacent to, the property by beat of drum or other customary method. It shall also be served by affixing a copy of the notice at a conspicuous part of the disputed property and at a conspicuous place in the nearest inhabited village. A copy thereof shall also be affixed in some conspicuous place in the Court-house. The form of the general notice is given in Appendix II.

[NOTE.—The form of notice referred to in this rule is reproduced as Form No. (1<sup>st</sup>) 81, Volume II.]

### *V.—Procedure in making a reference to the Civil Court.*

(10) The reference to the Civil Court under section 5, sub-section (1), of the Act, shall include the following papers and statements:—

- (a) the map prepared under section 4, sub-section (1) of the Act;
- (b) a list of the names and places of residence of all persons claiming interest in the land, whether as proprietors, tenure-holders or raiyats;
- (c) a statement of the amount of costs incurred under section 3 and section 4, sub-section (1) of the Act;
- (d) a statement of the value of the land;
- (e) a brief statement of the facts of the dispute so far as they are known to the Collector.

¶21.—Fees for initial notices, necessary for getting the parties before the Court should be paid, in the first instance by the Collector, but court-fees on the reference itself, as if it were a plaint need not be paid by him.

### *VI.—Delivery of possession under section 6 of the Act.*

(11) Delivery of possession under sec. 6 of the Act shall be made by an order in the form given in Appendix III, addressed to an officer not below the rank of a Collectorate Kanungo. Possession shall not ordinarily be given until the crops sown and planted by the cultivating tenants have been gathered by them.

(12) Delivery of possession shall be made to, and a receipt taken from, the party to whom it has been adjudged, or to such person as he may appoint to receive delivery in his behalf. The order shall also be proclaimed at some place on, or adjacent to, the property by beat of drum or other customary method, and a copy of the order shall be affixed on a conspicuous part of the property:

Provided that, if there are several parties mentioned in the order, delivery of possession shall be deemed to have been made if the order is proclaimed and a copy of it is published in the above manner.

#### VII.—Profits.

(14) The profits of management during the period of attachment shall be made over to the party or his authorised agent, as adjudged by the Civil Court to be entitled to such profits.

### 15. The Court of Wards Act, 1879 (Bengal Act IX of 1879).

**334.** Officers presiding in Civil Courts should send under cover to the Collector, or Deputy Commissioner, as the case may be, for transmission to the Court of Wards, all applications addressed to such Court, under section 10, Bengal Act IX of 1879, asking it to take charge of the properties of minors.

### 16. The Calcutta Improvement Act, 1911 (Bengal Act V of 1911).

**335.** Attention is invited to the provisions of section 82 of the Calcutta Improvement Act, 1911, imposing an additional stamp duty on certain instruments affecting immovable properties situated in the Calcutta Municipality, and to the Rules of the Government of Bengal under section 86 of the Act, published in the *Calcutta Gazette* of the 27th December, 1911, Part IB, page 250.

### 17. The Indian Divorce Act, 1869 (IV of 1869).

#### I.—High Court Order under section 17.

**336.** The following Order has been made by the High Court under section 17 of the Indian Divorce Act, IV of 1869:—

The time within which a decree of a District Judge may not, under section 17 of the Act be confirmed shall be six months from the pronouncing thereof.

**NOTE.**—The reference for confirmation should be made and the record of the divorce case should be sent by the District Judge to the High Court as soon as possible after the decree *nisi* is pronounced.

#### II.—Rules under section 17-A.

**337.** The rules framed by the appropriate authority in exercise of the powers conferred by section 17-A of the Act are reproduced below:—

(1) These rules may be called the Indian Divorce (Domiciled Parties) Intervention Proceeding Rules, 1928.

(2) In these rules, unless there is anything repugnant in the subject or context—

“Act” means the Indian Divorce Act (IV of 1869);

“Officer” means an officer appointed under section 17-A of the Act to exercise the like right of showing cause that a decree for the dissolution of marriage should not be made absolute or should not be confirmed, as the case may be, as is exercisable in England by the King’s Proctor;

“Pleader” means any person entitled to appear and plead for another in Court, and includes an advocate, a vakil, and an attorney of a High Court; and “proceeding” means a suit or proceeding under the Act.

(3) (i) If any person during the progress of a proceeding or before the decree *nisi* is made absolute gives information to the officer on any matter material to the due decision of the case, the officer may take such steps as he considers necessary or expedient.

(ii) If, in consequence of any such information or otherwise, the officer suspects that any parties to the petition are or have been in collusion for the purpose of obtaining a decree contrary to the justice of the case, he may, after obtaining the leave of the Court, intervene and produce evidence to prove the alleged collusion.

(4) (i) When the officer desires to show cause against making absolute a decree *nisi*, he shall enter appearance in the proceeding in which such decree *nisi* has been pronounced and shall, within a time to be fixed by the Court, file his plea setting forth the ground upon which he desires to show cause, as aforesaid, and a certified copy of his plea shall be served upon the petitioner or person in whose favour such decree has been pronounced or his pleader. On entering an appearance the officer shall be made a party to the proceedings and shall be entitled to appear in person by pleader.

(ii) Where such plea alleges the petitioner's adultery with any named person, a certified copy of the plea shall be served upon each such person omitting such part thereof as contains an allegation in which the person so served is not named.

(iii) All subsequent pleadings and proceedings in respect of such plea shall be filed and carried on in the same manner as in respect of an original petition under the Act, except as hereinafter provided.

(iv) If the charges contained in the plea of the officer are not denied or if no answer to the plea of the officer is filed within the time allowed or if an answer is filed and withdrawn or not proceeded with, the officer may apply forthwith for the rescission of the decree *nisi* and dismissal of the petition.

(5) Where the officer intervenes and shows cause against a decree *nisi* in any proceedings for divorce, the Court may make such order as to the payment by other parties to the proceedings of the costs incurred by him in so doing or as to the payment by him of any costs incurred by any of the said parties by reason of his so doing as may seem just.

#### 118. (1) The Bengal Money-lenders Act, 1933 (Ben. Act VII of 1933).

338. The following rules\* made under section 10 of the Bengal Money-lenders Act, 1933 (Ben. Act VII of 1933) are reproduced for information (Government of Bengal Notification No. 29J, dated the 10th January, 1934):—

(1) The demand under sub-section (1) of section 7 for particulars concerning any loan or loans shall be made by a debtor to a money-lender in Form I annexed to these rules.

(2) On demand being made in the form prescribed in rule 1, the money-lender shall supply to the debtor the particulars concerning the loan or loans which are mentioned in Form II annexed to these rules.

(3) The application under sub-section (1) of section 9 for permission to deposit in the Court any sum of money due from a debtor to the money-lender in respect of any loan or loans shall be in writing and shall contain the following particulars:—

(a) the name and full address of the money-lender in whose favour the deposit is made;

\*The forms Nos. I, II, III, IV and V prescribed in the rules are respectively reproduced as Parts I and II of Form No. (M) 56, and Forms Nos. (P) 85, (M) 57 and (A) 3 in Volume II.

- (b) a recital that the debtor has sent the money by postal money-order to the money-lender and that the money-lender has refused to accept the same. (The amounts sent on account of principal and interest should be mentioned separately together with the date of the remittance of the same.)

The application shall be signed and verified in the manner provided in sub-rules (2) and (3), of r. 15 of Or. 6 in Schedule I to the Code of Civil Procedure, 1908, by the debtor, or by his authorised agent.

(4) The application shall bear a court-fee stamp of twelve annas as required by Article 1(b) of Schedule II of the Court-fees Act, 1870, and shall further be accompanied by printed forms of notice in Form III annexed to these rules for service on the money-lender with process-fees payable in court-fee stamps according to the scale prescribed by the High Court for service of summons on defendants. The blank spaces in Form III shall be filled in by the debtor or by his authorised agent.

(5) If it appears to the Court, to which an application for permission to deposit under section 9 is made, that the applicant is entitled under that section to deposit the money, it shall receive the same and give a receipt in Form IV annexed to these rules.

(6) The money-lender may apply for withdrawal of the money in Form V annexed to these rules, and the procedure in connection with such withdrawal shall be the same as in the case of withdrawal of other civil deposits.

## **(2) The Bengal Money-Lenders Act, 1940 (Bengal Act X of 1940).**

**339.** The rules made under section 44 of the Bengal Money-Lenders Act, 1940 (Bengal Act X of 1940), are reproduced below (Government of Bengal Notification No. 4054J., dated the 10th December, 1940).—

### **THE BENGAL MONEY-LENDERS RULES, 1940.**

1. These rules may be called the Bengal Money-Lenders Rules, 1940.
2. In these rules, unless there is anything repugnant in the subject or context,—
  - (1) “form” means a form appended to these rules;
  - (2) “section” means a section of the Act;
  - (3) “the Act” means the Bengal Money-Lenders Act, 1940.
3. The Provincial Registrar shall exercise general supervision and control over Registrars and Sub-Registrars and Registrars shall exercise general supervision and control over Sub-Registrars. Registrars are authorised under section 6 to hear appeals under sections 16 and 17 from the orders of Sub-Registrars functioning within their respective jurisdictions.
4. An application for appeal under section 5 shall bear a court-fee stamp of Re. 1.
5. A register of money-lenders referred to in section 7 shall be maintained in Form I by Sub-Registrars. Every Registrar shall maintain one such register and the Provincial Registrar shall maintain as many such registers as may be necessary to show in a consolidated manner the names of the registered money-lenders within their respective jurisdictions.

6. Every application for licence under section 11 shall be made in form II.

7. (1) An application for licence on behalf of a firm shall be signed by all the persons constituting the firm or their representative or representatives duly empowered, or in the case where any such person is a minor by the person representing him in the business.

(2) Every such application shall also be verified, in the manner provided in the Code of Civil Procedure, 1908, for the verification of pleadings, by one of the persons signing the application.

8. Every application for license shall be presented by the applicant personally or by an agent authorised in this behalf in writing by the applicant;

Provided that where there are more applicants than one for the licence any one of them may present the application.

9. Every application for a licence shall be accompanied by an affidavit stating whether any Court has, at any time, made any order in relation to the applicant or any person responsible or proposed to be responsible for the management of the applicant's money-lending business, in regard to any of the matters mentioned in section 14.

10. (1) After making such enquiries as he thinks necessary the Sub-Registrar shall, if he finds that there is no reason to refuse the grant of the licence, direct the applicant to pay within a specified time a sum representing the fee specified in section 10 in court-fee stamps. These shall be affixed to the application and shall be duly punched and cancelled by the Sub-Registrar who shall put his initials and the date across each court-fee label.

(2) A record signed by the Sub-Registrar shall be kept of every enquiry referred to in sub-rule (1) and such record shall contain a brief memorandum of the substance of evidence taken, if any, and a summary of any conclusion regarding facts elicited during the enquiry.

11. After the applicant has paid in accordance with rule 10 the fee referred to in section 10 the Sub-Registrar shall grant him a licence in form III.

Necessary entries shall then be made in the register maintained in the office of the Sub-Registrar. Two copies of such entries shall be sent twice every month to the Registrar having jurisdiction for record in the register kept in his office under rule 5. The Registrar in his turn shall send one such copy to the Provincial Registrar for incorporation in the register kept in the office of the Provincial Registrar.

A money-lender to whom a licence has been issued may, during the validity of such licence, secure as many duplicates of such licence as he may require from the Sub-Registrar who issued the original licence on payment of a fee of Rs. 2 only in court-fee stamps for each such duplicate.

A money-lender holding a licence may apply for renewal of his licence before the date on which it is due to expire.

12. When a Court requires the money-lender under sub-section (2) of section 13 to pay any penalty imposed by it under that sub-section, it shall direct the money-lender to deposit in the Government treasury a sum representing the said penalty and to file the treasury chalan of such deposit within a time to be fixed by it.

In stations where there are no treasuries the deposit ordered under this rule may be accepted by the Court as a Government receipt and disposed of in accordance with the rules applicable to Government receipts in Civil Courts.

13. An application for removing a disqualification referred to in sub-section (1) of section 14 shall be made in form IV to the Secretary to the Government of Bengal in the Judicial Department. A fee of Rs. 50 shall be deposited in the Government treasury and the receipt (chalan) thereof shall be forwarded with the application:

Provided that the Provincial Government may in any special case on previous application of the party remit any part of such fee, but the fee shall in no case be less than Rs. 15.

14. (1) Every appeal under sub-section (3) of section 16 against an order of a Sub-Registrar refusing a licence and every application under sub-section (5) of that section for revision of any decision of a Registrar shall be preferred in the form of a memorandum stamped as required under article 1(b) of Schedule II to the Court Fees Act, 1870 (VII of 1870), and shall respectively be accompanied by an attested copy of the order appealed against and of the decision for the revision of which the application has been made.

(2) As soon as any appeal is filed the Registrar shall cause notice of the same to be given to the Sub-Registrar against whose order the appeal is made, and shall call for the records of the case.

(3) An appeal shall not stay the operation of the order appealed against except so far as the Registrar may direct.

(4) When a memorandum of appeal is filed it shall be entered in a book to be kept for the purpose to be called "Register of Appeals".

(5) The Registrar shall fix a day for hearing the appellant or his pleader and hearing him if he appears on that day, the Registrar shall give his decision. The Registrar may also give his decision if the appellant or his pleader does not appear on the day fixed. The decision may be for confirming, varying or reversing the order against which the appeal is preferred.

(6) The procedure laid down in sub-rules (2), (3), (4) and (5) shall apply *mutatis mutandis* to the hearing of applications for revision under sub-section (5) of section 16.

(7) A record shall be kept of the hearing of every appeal by a Registrar in the form of an ordinary Revenue miscellaneous case, while the record of the hearing of an application for revision by a competent Court shall be kept in the manner provided in the High Court Civil Rules and Orders for the keeping of records in the case of miscellaneous appeals and miscellaneous cases in the Civil Courts.

(8) The provisions of this rule shall apply to appeals and revisions contemplated in section 17.

15. (1) Every order of cancellation of licence passed under section 17, and the substance of every order passed under sub-section (1), sub-section (3) or sub-section (4) of section 20 shall be entered by the Sub-Registrar in the register in which the licence affected has been entered, and intimation of all such orders shall be also given by the Sub-Registrar through the Registrar having jurisdiction to the Provincial Registrar as early as possible.

(2) The Provincial Registrar shall take steps to circulate the substance of any order passed under sub-section (1), or sub-section (3), or sub-section (4) of section 20 to other Registrars as soon as he receives it from the Court which passed the order, and shall also cause the same to be published in such local newspaper or newspapers as may be selected by him. The Provincial Registrar may also in particular cases publish the substance of such order in the *Calcutta Gazette*.



16. Every application under section 11 or section 19 shall bear a court-fee stamp as laid down in article 1(b) in Schedule II to the Court Fees Act, 1870 (VII of 1870).

17. Every application for cancellation of licence under section 19 shall be in form V. and shall be signed and verified in the manner provided in the Code of Civil Procedure, 1908 (Act V of 1908), for the verification of pleadings.

18. The substance of the order referred to in sub-section (5) of section 20 shall be embodied in form VI, form VII or form VIII, as the case may be. It shall be sent to the Provincial Registrar and the Sub-Registrar concerned as laid down in the said sub-section. The Provincial Registrar shall take necessary steps to circulate the substance of such orders periodically to all Registrars of the Province.

19. (1) The cash book, the ledger and the receipt book referred to in sub-section (1) of section 24 shall be maintained by the money-lender in forms IX, X and XI, respectively. He may, however, add additional items to the forms for his convenience.

(2) The statement showing details of the conditions of the loan and other information connected therewith under clause (a) of sub-section (2) of section 24 shall be delivered by a money-lender to a borrower in form XII.

20. A copy of the account referred in sub-section (1) of section 24 shall be admissible as evidence of the contents of such account if it is certified to be a true copy of such account, under the signature of the money-lender or his authorised agent, the signature being attested by the President or any other member of a union board, or a Magistrate, Honorary or Stipendiary, or any gazetted officer of Government.

21. The statement of accounts which the money-lender shall, within two months of the commencement of each year, furnish each of his borrowers under sub-section (1) of section 25 or the statement to be supplied by the money-lender to his borrower under sub-section (2) of that section shall be in form XIII.

22. A borrower shall pay to the money-lender under the proviso to sub-section (3) of section 25 a fee of Rs. 2 in order to obtain a subsequent copy of any document evidencing an agreement to secure repayment of a loan advanced to the borrower, a copy of which has previously been furnished to him by the money-lender under the said sub-section. The fee shall be sent by postal money order and the number and date of the postal receipt shall be mentioned in the demand in writing made by the borrower.

23. The state of information to be supplied to an assignee under clause (b) of sub-section (1) of section 28 shall be in form XIV.

24. (1) The notice to be given to the defendant by the plaintiff under sub-clause (ii) of clause (a) of sub-section (1) of section 34 shall be in form XV.

(2) The notice to be given by the decree-holder to the judgment-debtor under sub-section (2) of section 34 shall be in form XVI.

25. An application for review of decree made under sub-clause (ii) of clause (a) of sub-section (6) of section 36 shall bear a court-fee stamp as laid down in article 11 (a)(ii) of Schedule II of the Court Fees Act, 1870 (VII of 1870).

26. The application to be made by a borrower under sub-section (1) of section 38 shall be made in form XVII.

For the service of notice of such application on the lender under the said sub-section process fees shall be payable by the borrower in court-fee stamps according to the scale laid down by the High Court for service of summons on defendants, and no notice shall be issued unless such process fees have been paid (Appendix A).

27. (1) The application to be made by the borrower to a Court for permission to deposit a sum under sub-section (1) of section 39 shall be made in form XVIII and shall bear a court-fee stamp of 12 annas as required by article 1(b) of Schedule II to the Court Fees Act, 1870 (VII of 1870).

(2) The Court shall thereupon cause notice of the deposit to be served on the lender under sub-section (2) of section 39 in form XIX for which process fees in accordance with the scale laid down by the High Court for service of summons on defendants shall be charged (Appendix A).

(3) The lender may present a petition for the withdrawal of the sum in form XX and the procedure to be followed in connection with such withdrawal shall be the same as in the case of withdrawal of other civil deposits. Every such petition shall be accompanied by a verified statement on plain paper as required under sub-section (2) of section 39, and shall, except in cases in which the original deposit does not exceed Rs. 25 in amount, be stamped with court-fees chargeable under the fourth paragraph of clause (a) or the second paragraph of clause (b) of article 1 of Schedule II to the Court Fees Act, 1870 (VII of 1870), as the case may be.

28. The Provincial Government may provide such ministerial and menial staff as in its opinion may be required from time to time by the Provincial Registrar and any Registrar and Sub-Registrar, and may regulate the conditions of employment of such staff and fix the salaries and allowances payable to them.

29. Every Sub-Registrar and Registrar shall keep an Inspection Book.

30. Every Sub-Registrar and Registrar shall at all times permit any officer authorised in this behalf by the Provincial Government to have access to all his books, proceedings and records.

31. Every Sub-Registrar shall maintain a register of applications for licence and for cancellation of licence in form XXI.

32. A Register of Fees and a Register of Miscellaneous Applications shall be maintained by every Sub-Registrar and Registrar in forms XXII and XXIII.

NOTE.—The forms Nos. VI, VII, VIII, XIX and XX prescribed in the rules are included in Volume II as Nos. (J)64, (J)65, (J)66, (P)85 and (A)3, respectively. With regard to other forms and Appendix, see "Bengal Money-Lenders Rules, 1940."

### 19. The Arbitration Act, 1940 (X of 1940).

340. (1) The following rules shall be cited as the Arbitration Rules. All references therein to "Act" shall be read as meaning the Arbitration Act, 1940.

(2) The forms prescribed by these rules shall be used for the purposes to which they severally relate with such variations as the circumstances of each case may require. Forms Nos. I, II and III referred to in the rules have been appended thereto, while Forms Nos. (J) 20, (J) 21 and (P) 9 will be found in Volume II, Civil Rules and Orders.

Insert the following as a new rule after the rule:—

"20. The Special Marriage Act, 1954 (Act XLIII of 1954).

2000. (1) These rules may be called the Special Marriage Act (Calcutta High Court) Rules, 1955.

(2) In these rules, unless there is anything repugnant in the subject or context,—

- (i) the "Act" means the Special Marriage Act, 1954 (XLIII of 1954). as from time to time modified or amended; and
- (ii) the "Court" means the Judge sitting in Court.

— and the wife petitioner has ordinarily resided during the three years immediately preceding the presentation of the petition, and the length of her residence at each address, and the place of residence of the husband;

(iii) whether there is any living issue or issues of the marriage, and, if so, the name, the date of birth or age of such child or each of such children, and also that the parentage of any living child or children of the wife born during the marriage is in dispute, if such be the case;

(iv) whether there have been in any Court any, and, if so, what previous proceedings with reference to the marriage, by or on behalf of either of the parties to the marriage, and the result of such proceedings;

(v) the matrimonial offences alleged or other grounds, upon which relief is sought, setting out with sufficient particularity the times and places of the acts alleged, and other facts relied upon, but not the evidence by which they are intended to be proved;

(vi) that there is no collusion between the petitioner and the other party to the marriage.

(4) Every petition for divorce or judicial separation, as the case may be, shall state—

(i) if the petition is on ground (h) of section 27 of the Act, the date and the place where the respondent was last seen or heard of, and the steps which have been taken to trace the respondent;

(ii) if the petition is on ground (i) of section 27 of the Act, the last place of cohabitation of the parties, and the circumstances in which they ceased to cohabit;

(iii) where the ground of the petition is adultery, that the petitioner has not in any manner been accessory to or connived at or condoned the adultery;

(iv) where the ground of the petition is cruelty, that the petitioner has not in any manner condoned the cruelty;

(v) where the petition is on the ground of mutual consent, the date and the place where the parties last lived together, the addresses where each party has since lived, with the period of residence at each address, the reasons why the parties have not been able to live together, the date when the mutual agreement was arrived at, and whether such agreement is verbal or evidenced by a document in writing.

## PART III—Records

### CHAPTER 16

#### THE CLASSIFICATION OF RECORDS OF JUDICIAL PROCEEDINGS.\*

**341.** The records of judicial proceedings, whether suits or cases, are divided into seven classes. The classification relates only to the preparation and the preservation or destruction of the record, and does not affect any other classification of suits or cases for the purpose of returns or statements.

**342.** *Class I* includes records of—

(a) Suits for or affecting immovable property other than suits under Or. 34, C. P. Code, 1908, for foreclosure, redemption or sale.

NOTE.—Suits under sec. 9 of the Specific Relief Act, 1877, should be included, not in this class, but in class III.

(b) Suits for enforcing the right of pre-emption under the Muhammadan Law.

(c) Suits in respect of the succession to an office, or to establish or set aside an adoption, or otherwise determine the status of an individual.

(d) Suits relating to public trusts, charities, endowments, public or ~~or public or general interest.~~

**Page 117, Rule 342—**

*Insert the following items as clauses (g) and (h) after the Note to clause (f) of the rule—*

“(g) Proceedings under section 6(5) of the Hindu Marriage Act, 1955, where permanent injunction is granted, proceedings under sections 9, 10(1) and (2), 11, 12(1) and 13(1) and (2) of the Act, and proceedings under the proviso to section 14(1) of the Act, where a decree is pronounced.

(h) Proceedings under sections 22, 23(1) and (2), 24, 25, 27 and 28(1) and (2) of the Special Marriage Act, 1954, and Proceedings under the proviso to section 29(1) of the Act, where a decree is pronounced.”

[No. 6, dated the 15th June, 1958, Circular Order No. 6 (Civil) of 1956.]

(c) Cases under ~~section 95 of the Act~~ right of pre-emption by co-sharer tenants, cases under section 158 of the Act relating to the determination of the incidents of a tenancy and cases under section 95 of the Act relating to the appointment of common managers.

(d) Contested and uncontested suits and cases for probate and letters of administration, and for the revocation of the same.

NOTE 1.—The papers which the District Delegate, acting under section 286 of the Indian Succession Act, 1925, forwards to the District Judge, should be included in this class (cf. Note to rule 301.)

NOTE 2.—The custody and preservation of a will itself is provided for by rule 302 *et seq.* A will which has been proved does not form part of the record within the meaning of this rule.

\*The rules specially applicable to records of Small Cause Courts will be found in Chapter 21, p. 153.

NOTE 3.—Orders in an enquiry made at the instance of the Collector under clause 5 of section 19-H of the Court-fees Act VII of 1870, should be written on the order-sheet of the original case to which they relate; and the papers of the proceedings will form part of the records of the original case.

(e) Cases under the Guardians and Wards Act, 1890, relating to the guardianship of minors and the administration of their property.

(f) Cases under the Indian Lunacy Act, 1912, relating to the guardianship of lunatics and the care of their estates.

NOTE.—An application by an executor or administrator or by the guardian of a minor or lunatic to sell, mortgage or otherwise dispose of property belonging to the estate, together with all the proceedings connected with it, shall be kept with the record of the case.

(g) Cases for succession certificate under the Indian Succession Act, 1925.

(h) Suits under Order 34, C. P. C., for foreclosure, redemption, or sale.

(i) Cases under sections 10 and 24 of the West Bengal Non-Agricultural Land Revenue Act, 1949.

### Page 118, Rule 343—

*Insert* the following as clause (k) *after* clause (j) of the rule—

“(k) Cases under sections 87(6), 88(1) and 88(2) of the Insurance Act, 1938.”

[No. 7 dated the 15th June, 1958, Circular Order No. 3 (Civil) of 1956.]

NOTE.—Cases referred to in Note 2 to rule 369 *post* shall be included in this class. (Contra Note 2 to rule 458 *post*.)

(b) Suits for the recovery of arrears of maintenance.

(c) Suits for specific performance of an agreement to transfer immovable property or for cancellation of the deed of transfer of immovable property.

(d) (i) Cases under Part VII of the Indian Succession Act, 1925.

(ii) Cases under the Land Acquisition Act, 1894, Parts III, IV, section 32 of Part V, and Part VI.

(iii) Cases under the Land Registration Act, 1876, section 59.

(iv) Cases under section 83 of the Transfer of Property Act.

(v) Cases under the Legal Practitioners Act, 1879.

(vi) Cases under the B. T. Act, 1885, or the Cooch Behar Tenancy Act, 1910, except those specified in rule 343 above, and such miscellaneous judicial cases as are connected with suits or cases under those Acts, which should be classed according to the nature of such suits or cases.

(vii) Cases under the Provincial Insolvency Act, 1920.

(viii) Cases under the Bengal Wills and Intestacy Regulation, 1799, section 7, regarding the property of intestates, in which a claimant appears.

NOTE.—If no claimant appears the record should be regarded as miscellaneous non-judicial case for purpose of destruction.

(e) Applications to sue or appeal in *forma pauperis*, if rejected.

(f) Applications for withdrawal of suits under sections 74 and 75 of the Code of Civil Procedure, 1908.

### Page 118, Rule 344(1)—

*Insert* the following items as clauses (i) and (j) *after* clause (h) of the

1863

342

it to

(2) *Class III-A* includes records of—

(a) Suits for arrears of rent under the B. T. Act or the Cooch Behar Tenancy Act.

**page 119, Rule 344(2)—** ~~the last paragraph~~ of the B. T. Act. or section

*Insert the following after clause (b) of the rule:—*

appeal,  
form

“(c) Cases under section 12(1) of the Indian Oilseeds Committee Act, 1946.”

**No. 9 dated the 15th June. 1958, Circular Order No. 3 (Civil) of 1956.] I, II and III.**

(2) *Class IV-A* includes—

Proceedings in execution of decrees in suits belonging to *Class III-A*.

**NOTE 1.**—Under the law, all such proceedings are proceedings in the suit and they must be entitled as such; but for the purpose of the arrangement and ultimate disposal of the record, each application for execution shall be treated as a separate case, the record of which shall include the papers on all matters connected with the execution from the date on which the application was presented until it is finally disposed of.

**NOTE 2.**—Proceedings by which decrees are sent or transferred for execution are included under this general heading. In this connection see rule 783.

**NOTE 3.**—Orders under section 169 and section 148-A (3) of the B. T. Act or sections 54 and 40A (7) of the Cooch Behar Tenancy Act should be written on the order-sheet of the case on which the proceedings arise and the papers relating thereto should form part of the record of the case.

(3) *Class V* includes records of Miscellaneous Non-Judicial cases.

**346.** Records of suits of the Small Cause Court class tried under the Small Cause Court Procedure by judicial officers empowered under section 25, Act XII of 1887, shall be disposed of in accordance with the rules hereinafter provided for the records of Courts of Small Causes (Chapter 21).

**347.** A separate record having its own order-sheet and containing appropriate papers or extracts from the original record should be started in proceedings under the Criminal Procedure Code arising out of a suit, appeal or execution case. A reference to the initiation and termination of the proceedings will be made in the order-sheet of the original suit, appeal or case and the record of the proceedings will be kept in the record-room with that of the original suit, appeal or case, annexed to that file thereof which under the rules is to be preserved for the shortest period.

NOTE 3.—Orders in an enquiry made at the instance of the Collector under clause 5 of section 19-H of the Court-fees Act VII of 1870, should be written on the order-sheet of the original case to which they relate; and the papers of the proceedings will form part of the records of the original case.

(e) Cases under the Guardians and Wards Act, 1890, relating to the guardianship of minors and the administration of their property.

(f) Cases under the Indian Lunacy Act, 1912, relating to the guardianship of lunatics and the care of their estates.

NOTE.—An application by an executor or administrator or by the guardian of a minor or lunatic to sell, mortgage or otherwise dispose of property belonging to the estate, together with all the proceedings connected with it, shall be kept with the record of the case.

(g) Cases for succession certificate under the Indian Succession Act, 1925.

(h) Suits under Order 34, C. P. C., for foreclosure, redemption, or sale.

(i) Cases under sections 10 and 24 of the West Bengal Non-Agricultural

**Page 118, Rule 343—**

*Insert* the following as clause (k) *after* clause (j) of the rule—

“(k) Cases under sections 87(6), 88(1) and 88(2) of the Insurance Act, 1938.”

[No. 7 dated the 15th June, 1958, Circular Order No. 3 (Civil) of 1956.]

NOTE.—Suits under sections 2 to rule 369 *post* shall be included in this class. (Contra Note 2 to rule 458 *post*.)

(b) Suits for the recovery of arrears of maintenance.

(c) Suits for specific performance of an agreement to transfer immovable property or for cancellation of the deed of transfer of immovable property.

(d) (i) Cases under Part VII of the Indian Succession Act, 1925.

(ii) Cases under the Land Acquisition Act, 1894, Parts III, IV, section 32 of Part V, and Part VI.

(iii) Cases under the Land Registration Act, 1876, section 59.

(iv) Cases under section 83 of the Transfer of Property Act.

(v) Cases under the Legal Practitioners Act, 1879.

(vi) Cases under the B. T. Act, 1885, or the Cooch Behar Tenancy Act, 1910, except those specified in rule 343 above, and such miscellaneous judicial cases as are connected with suits or cases under those Acts, which should be classed according to the nature of such suits or cases.

(vii) Cases under the Provincial Insolvency Act, 1920.

(viii) Cases under the Bengal Wills and Intestacy Regulation, 1799, section 7, regarding the property of intestates, in which a claimant appears.

NOTE.—If no claimant appears the record should be regarded as miscellaneous non-judicial case for purpose of destruction.

(e) Applications to sue or appeal *in forma pauperis*, if rejected.

(f) Applications for withdrawal of suits under sections 74 and 75 of the

**No. 8.**

**Page 118, Rule 344(1)—**

*Insert* the following items as clauses (i) and (j) *after* clause (h) of the rule—

“(i) Proceedings under the proviso to section 29(1) of the Special Marriage Act, 1954, where petitions under the aforesaid proviso are dismissed.

1863  
342

it to

(2) *Class III-A* includes records of—

(a) Suits for arrears of rent under the B. T. Act or the Cooch Behar Tenancy Act.

**Page 119, Rule 344(2)—** 152 (last paragraph) of the B. T. Act. or section

*Insert the following after clause (b) of the rule:—*

appeal,  
form

“(c) Cases under section 12(1) of the Indian Oilseeds Committee Act, 1946.”

**No. 9 dated the 15th June, 1958, Circular Order No. 3 (Civil) of 1956.] I, II and III.**

(2) *Class IV-A* includes—

Proceedings in execution of decrees in suits belonging to *Class III-A*.

**NOTE 1.**—Under the law, all such proceedings are proceedings in the suit and they must be entitled as such; but for the purpose of the arrangement and ultimate disposal of the record, each application for execution shall be treated as a separate case, the record of which shall include the papers on all matters connected with the execution from the date on which the application was presented until it is finally disposed of.

**NOTE 2.**—Proceedings by which decrees are sent or transferred for execution are included under this general heading. In this connection *see* rule 783.

**NOTE 3.**—Orders under section 169 and section 148-A (8) of the B. T. Act or sections 54 and 40A (7) of the Cooch Behar Tenancy Act should be written on the order-sheet of the case on which the proceedings arise and the papers relating thereto should form part of the record of the case.

(3) *Class V* includes records of Miscellaneous Non-Judicial cases.

**346.** Records of suits of the Small Cause Court class tried under the Small Cause Court Procedure by judicial officers empowered under section 25, Act XII of 1887, shall be disposed of in accordance with the rules hereinafter provided for the records of Courts of Small Causes (Chapter 21).

**347.** A separate record having its own order-sheet and containing appropriate papers or extracts from the original record should be started in proceedings under the Criminal Procedure Code arising out of a suit, appeal or execution case. A reference to the initiation and termination of the proceedings will be made in the order-sheet of the original suit, appeal or case and the record of the proceedings will be kept in the record-room with that of the original suit, appeal or case, annexed to that file thereof which under the rules is to be preserved for the shortest period.



**APPENDIX**

**Form No. I.**

**SPECIAL CASE.**

*[Section 13(b) of the Arbitration Act, 1940.]*

**DISTRICT.....**

**In the Court of,.....at.....**

**Suit/Case No.                      of 19 .**

**In the matter of an Arbitration Agreement dated the                      day of**

**Between**

**A.B. (name, description and place of residence) or Plaintiff(s)**

**And**

**C.D. (name, description and place of residence) or Defendant(s).**

**The following special case is stated for the opinion of the Court:—**

**(state the facts concisely in numbered paragraphs)**

**The questions of law for the opinion of the Court are:—**

**First, whether.....**

**.....**

**Secondly, whether.....**

**.....**

**X**

**Y.**

**Dated the                      day of                      19 .**

**Arbitrator(s)/Umpire.**

**Form No. II.**

*Application for an order of Reference under Section 21 of the Arbitration Act, 1940.*

DISTRICT.....

In the Court of.....at.....

Suit No                      of 19 .

*Plaintiff(s)*

*versus*

*Defendant(s).*

The petition of the above-named plaintiff/s and defendant/s sheweth :--

1. This suit is instituted for (state nature of claim).
2. The matters in difference between the parties are (state matters of difference).
3. The petitioners being all the parties interested have on the..... day of.....19.....agreed that the matters in difference between them shall be referred to the arbitration of (name, description and place of residence of the arbitrator or the manner as to the appointment of arbitrator agreed upon between the parties).
4. The petitioners therefore pray for an order of reference.

*Signature of petitioners.*

Dated.....

**Form No. III.****AWARD.**

*(Preamble as in Form No. 1.)*

Whereas in pursuance of an \_\_\_\_\_ agreement in writing, dated \_\_\_\_\_ the order of reference made herein on \_\_\_\_\_ day of 19 \_\_\_\_\_ and made \_\_\_\_\_ between the abovenamed the following matters in difference the said A. B. and C. D. have referred to me/us, the matters A. B. and C. D., \_\_\_\_\_ namely, \_\_\_\_\_ in difference between them concerning:—  
(state matters in difference)/have been referred to me/us for determination.

Now I/we having duly considered the matters submitted to me/us do hereby make my/our award as follows:—

I/we award—

- (1) that
- (2) that

(Signed)  
*Arbitrator(s)/Umpire.*

Dated the              day of              19 .

## CHAPTER 17

### THE ARRANGEMENT AND PREPARATION OF RECORDS DURING THE TRIAL.

Page 122, Rule 348—

Insert the following as Note to the rule—

"Note.—The record of proceedings under section 6(5) of the Hindu Marriage Act, 1955, where permanent injunction is granted, shall consist of a single File A." to be D.

[No. 10, dated the 15th June, 1958, Circular Order No. 6 (Civil) of 1956.]

(c) The plaint or application, together with any schedule annexed thereto.

(d) The written statement of the defendant or the counter-petition.

(e) Memorandum of the issues.

(f) Judgement upon which preliminary decree (if any) is founded and such decree, with the further directions (if any) given.

(g) Final order or judgment and the final decree.

(h) Award of arbitrators, petition of compromise, report of guardian *ad litem* (if any) that suit would not be contested, Commissioner's return or report, map, field book (in matters relating to immovable property) referred to and given effect to in the decree, but not any portion of the evidence taken by such Commissioner.

(i) Copy of the judgment and decree of the appellate Court or Courts (if any).

NOTE.—Registered address under Or. 6, r. 14-A, should not be kept in this file.

**350.** File C1. shall contain—

(a) Table of contents.

(b) All the evidence, oral and documentary, upon which the subject-matter of the suit is decided.

(c) Lists of documents admitted in evidence.

**351.** File C2 shall contain—

(a) Table of contents.

(b) All petitions and papers, including those relating to proceedings incidental to the suit, not specified as included in any other file, and in cases where any defendant is proceeded against *ex parte*, only the last summons on the basis of which due service was declared and *ex parte*, decree was passed against him and the return and the order thereon with the identifier's affidavit, if any.

Note.—The last summons, etc., referred to are to be transferred to C, File from D File after a suit is disposed of.

**352.** File D shall contain—

(a) Table of contents.

(b) All summonses, processes, returns thereto, other than the last summonses on the absent defendants and return, etc., referred to in

clause (b) of the last preceding rule, list of witnesses, petitions relating to the attendance of witnesses or adjournments, petitions for extension of time by Commissioners and guardians *ad litem*, *rubakaris* calling for or sending papers or records and affidavits relating to matters mentioned in this rule and in rules 349 to 351.

**353.** Every record under Class II shall consist of two files to be styled and marked respectively File B and File C2.

(a) *File B* shall contain the papers specified and included in Files A and C1 of Class I.

(b) *File C2* shall contain all other papers.

NOTE 1.—The record of a case under the Guardians and Wards Act, 1890, or, under the Indian Lunacy Act, 1912, or under section 95 of the Bengal Tenancy Act, shall not be divided into two files B and C2, but shall consist of a single file B. In cases where letters of administration are granted with a copy of the will annexed or the Court requires security from an executor, the bonds shall be ordered to be retained permanently with a fly-leaf containing the number and description of the case.

NOTE 2.—The papers of the proceedings of an inquiry made at the instance of the Collector under clause 5 of sec. 19H of the Court-fees Act, 1870, should be kept in File C.

**354.** (1) Every record under Class III shall consist of two files, to be styled and marked respectively File C and File D.

(a) *File C* shall contain the documents on which the claim for relief is based, and all papers specified and included in File A, Class I, and in cases where any defendant is proceeded against *ex parte*, only the last summons on the basis of which due service was declared and *ex parte* decree was passed against him and the return and the order thereon with the identifier's affidavit, if any.

NOTE.—See the note to rule 351 above.

(b) *File D* shall contain all other papers.

NOTE.—The record of a case under section 32 of the Land Acquisition Act (I of 1894), shall consist of a single file, to be marked C, when the Judge finds that the person to whom the land belonged had no power to alienate it or to be marked D when the Judge finds that it belongs to a person who had the power to alienate it. The period of preservation of such file C or file D, as the case may be, shall be determined according to Note 3 below Rule 458, *post*.

(2) Every record under Class III-A shall consist of two files to be styled and marked E and D.

(a) *File E* shall contain the documents on which the claim for relief is based, and all papers specified and included in File A, Class I, and in cases where any defendant is proceeded against *ex parte* only the last summons on the basis of which due service was declared and *ex parte* decree was passed and the return and the order thereon with the identifier's affidavit, if any.

NOTE.—See the note to rule 351 above.

(b) *File D* shall contain all other papers.

**355.** (1) Every record under Classes IV and IV-A shall, except as provided in sub-rule (2) consist of one file which shall contain all the papers relating to the case. It shall be styled and marked File E where the decree under execution has been passed in a suit belonging to Class III-A and File C in all other cases.

(2) If the proceedings comprised in a Class IV record arose out of an application to execute a decree in a suit included in Class I, and a question is determined as to the construction of the decree, or its effect

as regards all or any of the parties thereto, or if possession is given of immovable property in pursuance of the decree, the record shall be divided into two files, to be styled and marked, respectively, File B and File C.

- (a) Table of contents.
- (a) Table of contents.
- (b) The order-sheet.
- (c) The application for execution.

When a question as to the construction, effect, or scope of the decree is raised and determined—

- (d) The petition raising any question as to the construction or effect of the decree, and any counter-petition.
- (e) The judgment of the Court on such question.
- (f) The copy of the judgment of the appellate Court or Courts (if any).

When possession of immovable property is given in pursuance of the decree—

- (g) The *nazir's* return of delivery of possession.

*File C* shall contain all other papers.

**356.** Every record under Class V shall consist of one file which shall contain all the papers relating to the case. It shall be styled and marked File D.

**357.** Security bonds filed by guardians or persons other than guardians in suits, cases and execution proceedings and those filed in cases under the Indian Succession Act, 1925, not otherwise provided for, shall be separated from the record to which they relate before the record is despatched to the Record Room, and kept in a guard file, serially arranged, in the safe custody of the Sheristadar of the Court in which the bonds are filed. The Sheristadar shall enter the necessary details of the bonds in an index to be maintained for the purpose and attached to the guard file. Such bonds shall be preserved, when they have been executed by Receivers, until three years after their discharge, and when they have been executed in a suit or case in which the decree or order directs payment by instalments, until three years after the date of the last instalment allowed by the Court, and, in all other cases, for 25 years from the date of their execution.

**358.** (1) The record of an appellate Court shall be arranged in the same way as that of the Court of original jurisdiction, except that there shall be no C1 File in respect of Class I records, the papers which would belong to that file where additional evidence is taken being attached to the C2 File.

(2) The files shall be marked *A, B, C, D, E*, as in the Court of first instance according to the nature of the suit or case.

NOTE 1.—The copies of the judgment and decree which accompany a memorandum of appeal should be placed with File C, or D as the case may be.

NOTE 2.—In case of Civil Appeals, except miscellaneous appeals, the certified copies of judgments and decrees filed with the memoranda of appeal should be returned to the appellants on their applying for them: after the disposal of the appeals, since the original record is kept with the appellate record in the District Record Room. In the case of appeals from the decisions of Settlement Officers and civil miscellaneous appeals, the corresponding documents should not be returned, but should be retained with the appellate records.

**359.** The splitting up of the record and the distribution of the papers into the proper files must in all cases be made immediately after the first hearing and shall be continued from day to day as the case proceeds.

## 2. The Title Page.

**360.** To each file of every record under Classes I, II, III, III-A, IV and IV-A shall be prefixed a title page in the prescribed Forms Nos. (J)4 to (J)11, Volume II, showing the period of its preservation.

**NOTE.**—No title page need be attached to records of cases referred to in rule 400 ~~lost~~ until these are called for by some superior Court. Then the title page of the first file, according to classification, shall be attached.

**361.** The title pages shall be of different colours:—

File A	..	..	..	White.
File B	..	..	..	Red,
File C, C <sub>1</sub> , C <sub>2</sub>	..	..	..	Yellow.
File D	..	..	..	Green.
File E	..	..	..	Blue.

## 3. The Table of Contents.

**362.** Prefixed to every file there shall be a table of contents in Form No. (J)12, Volume II.

**363.** (1) The table of contents (except column 2 thereof) shall be written up in English day by day as papers are filed and the case proceeds, and, except as otherwise provided, shall show the papers in the order in which they are filed. The pages in the file (exhibits excepted) shall be numbered consecutively, and column 2, which should be kept blank until, and filled in after the file is complete, will give consecutive numbers of the pages. Column 1 will give the consecutive number of the different papers in the file irrespective of the numbers of pages which they contain.

**NOTE.**—The sheristadar shall make the first entries in the table of contents in respect of the papers filed with a plaint or original petition or memorandum of appeal at the time of registration or cause them to be made by any of the ministerial officers in the office. Thereafter, the table must be written up from day to day by the Bench Clerk as each new document or paper is filed in the course of trial. Entries in respect of papers filed on days other than hearing days shall be made as they are filed by the clerk in charge of the record, who will also fill in column 2 when the file is complete.

(2) The transfer of any paper from one file to another shall be noted in the remarks column of the table of contents of both the files. A new number will be given in the table of the file to which the paper is transferred.

**364.** Exhibit are not to be shown in the table of contents. The list which is attached to them under the following rules will alone be shown in this table, and will bear serial and sheet numbers.

**365.** The lists, and the documents referred to in them, shall not be attached to any file while the trial is proceeding. When the trial is over, the lists shall be numbered with their proper serial and sheet numbers, and shall be affixed to the file to which they belong, being in every case the last papers which are attached to it. The necessary entries in connection with such lists shall then be made in the table of contents.

## 4. The Order-sheet.

**366.** The order-sheet [Form No. (J)13] shall be written in English and shall contain all orders passed by the Court.

**367.** The name of the presiding Judge shall be written on the top of the order-sheet when a case is filed and when it is taken up by another Judge his name shall be similarly entered above the orders passed by him.

An order-sheet shall be attached to the record of every suit or case other than a suit under Small Cause Court procedure and all orders shall be recorded thereon.

**NOTE 1.**—Orders shall never be written on petitions, returns, reports and other similar documents. The orders and the reasons thereof shall except as provided in rule 370 be recorded only in the order-sheet and the serial number therein with the date of the order passed and no more shall be noted at the head of the petition, report, etc.

**NOTE 2.**—It is not intended to prohibit the writing of such routine orders as "call for the record" "put up with the record", etc., on petition. If the record of the case to which such petition or other document relates is in the District Record Room and it is necessary to send it there for being attached with the record, suitable order may be endorsed thereon. If in the special circumstances of a case it becomes necessary that immediate order should be passed on a petition, or any such document, the order must be transferred to the order-sheet at the earliest opportunity.

**369.** The order-sheet, being intended to show the course of a suit or case from first to last, shall also contain a note of every order made in the suit or case, and shall show the date of, and the proceedings at, every hearing. It is to be a faithful history of the case and all proceedings taken in it and at the same time it should be so drawn up as to show all the details of the case at one view, and yet be as concise as possible. It shall show, among other matters, the dates on which the plaint and written statements were filed, issues were recorded or amended, witnesses examined and their names in the order in which they are examined, the date of the delivery of judgment, of the signing of the decree, and of any application for review of judgment or amendment of the decree. It shall also contain a note of other proceedings and of the fact of any objection being made thereto, and if witnesses are in attendance when a case is adjourned, the fact shall be noted with an order to attend on the date their attendance may be required.

**NOTE 1.**—Orders in proceedings under the C. P. Code, for the restoration of a suit or appeal, or for a review of judgment (see the last Note to rule 344), should be entered in the order-sheet of the main suit or appeal. A separate order-sheet should not be prepared. In all cases the order of an appellate Court calling for the record of a suit or appeal, should be recorded on a separate paper and reproduced on the order-sheet of the suit or appeal when the records have been received from the lower Court. If the orders thereon are lengthy, the instructions given in the following rule (370) should be followed.

**NOTE 2.**—Records of proceedings for transfer arising out of applications under section 24, Civil Procedure Code, shall be retained in the Superior Court where the proceedings started. When such proceedings are disposed of, and the main record has been called for by the Superior Court, the final order passed shall be reproduced in the order-sheet of the main record before its return to the lower Court. Otherwise the final order shall be communicated to the Court concerned for reproduction in the order-sheet of the main record.

**370.** (1) Orders, the reasons for which require to be recorded at length, shall not be written on the order-sheet, but a note of the order and of the date on which it was made, shall be entered in it.

(2) Orders directing anything to be done by parties or their pleaders shall be signed then and there by the parties or their pleaders.

**NOTE 1.**—While every endeavour should be made to get the signature of the pleaders concerned to important orders, their attention is drawn to the fact that it is not the duty of the officers of the Court to call upon the pleaders to sign the orders issued, or to inform them of the nature of the orders passed. It is for the pleaders to be present at the proceedings to make themselves acquainted with the orders passed. (*Robert Watson v. Ambika Dassi*, 4 C.W.N., 237, 238).

**NOTE 2.**—Pleaders should invariably append the date when signing orders and proceedings in token of their being communicated to them, but nothing should be written other than signature and date.

**371.** The order-sheet may be written by an officer of the Court at the dictation of the presiding Judge, who, however, shall sign as soon as possible after it is so written and be responsible for the correctness of the entries in it. Important orders or orders which call for the exercise of judicial discretion or discrimination should always be drawn up in the presiding Judge's own hand. Time may be abbreviated by the use of rubber stamps for recording routine orders.

**NOTE.**—A presiding officer's full signature should always appear against all orders written by him under the provisions of this rule.

### 5. The Record.

**372.** The pleadings, applications, and proceedings in every suit or case shall be attached as the trial proceeds to the file to which they belong as soon as possible after they are filed and shall be arranged in the order in which they are brought before the Court.

**373.** The depositions of witnesses shall be arranged in the order in which they are given. The examination of the parties recorded by the Court under Or. 10, C. P. Code, shall precede such depositions. The depositions of witnesses examined by the Court shall be placed after the depositions of witnesses for the parties.

**374.** No record of any case or a portion of it shall for any purpose be removed from the Court building or sent to any person other than an officer of the Court, except under an order in writing of the presiding Judge:

Provided that if any Judge requires a record at his residence, he may take charge of it.

**NOTE.**—The taking of records and other Court papers by ministerial officers to their houses for the purpose of their work is strictly forbidden, and this practice wherever it exists should be at once stopped. Records removed from office may be lost, stolen, destroyed by fire or otherwise damaged.

**375.** In places where Courts are built of inflammable materials but there are fireproof record rooms, as much use as possible should be made of the record room in storing the records of pending cases as a measure of comparative safety.

**NOTE.**—While it may not always be possible to remove daily to the record room all records, registers, etc., the aim should be to see that as many of the records, registers, documents, etc., as can be housed in a safer building should not remain overnight in the Court or office room of *Kutcha* buildings.

### 6. Documents\*.

**376.** (1) All documents produced with the plaint or written statement or filed in Court by a party or witness at a later stage shall be accompanied by a list in Form No. 5 of Appendix H, C. P. Code [Form No. (J) 22, Vol. II].

**NOTE 1.**—If any document be torn, worm-eaten or damaged in any other way, a clear note to that effect must be made in the list. The ministerial officer whose duty it is to receive the documents shall verify the items entered in the list and note the fact of verification in such a manner that no new item can be added to the list subsequently. Any peculiarity in the condition of any document about which there ought to be a special reference in the list shall be brought to the notice of the Judge.

---

\*Although these rules, as they stand, do not apply to proceedings before Commissioners appointed under Part III (Or. 26) of the C. P. Code, it is desirable that Commissioners should be directed by the Courts issuing the commissions, to comply with them as far as practicable, and always to submit, along with their reports, lists of the documents produced before, and made use of, by them (G. L. No. 4 of 29th May, 1901.)



**NOTE 2.**—When documents consist of shop-books, collection-books or the like, the items or entries intended to be tendered as evidence at the trial and exhibited should be marked with “flags”, at the time of filing them without which the Court may refuse to receive such books.

**NOTE 3.**—Documents filed should bear at the top consecutive numbers in bold figures corresponding with the numbers in the list [Form No. (J) 22] to enable the officer receiving the documents to verify the items without loss of time.

(2) If any such documents cannot, by reason of their number, bulk or size be attached to the record or kept tied in a piece of cloth, or if convenience or safe preservation of the documents demands, in the opinion of the Court, that they should be kept in a suitable box, a box of adequate size and properly labelled shall be provided by the person by whom or at whose instance they are filed. If the Court’s order for the supply of such box be not complied with, the Court may refuse to receive the documents and the party filing or his pleader shall be bound to take them back.

(3) If the documents are kept in a box, the list mentioned in sub-rule (1) shall be furnished in duplicate, one copy of which shall be kept with the record and one in the box.

**377.** Should any document which has been partially erased or inter-lined or which otherwise presents a suspicious appearance, be presented at any time in the course of proceedings a note should be made of the fact and if the Court sees sufficient cause the document should be impounded under Or. 13, r. 8. If any document be presented which appears to have been executed on unstamped or insufficiently stamped papers, action should be taken under secs. 33 and 35 of the Indian Stamp Act, 1899.

**378.** If any document included in the list is referred to in the proceedings or shown to a witness before it is tendered in evidence and formally proved, it should immediately be marked for identification.

**379.** Every document “admitted in evidence” shall be detached from the list and annexed to a separate list in Form No. (J)23, Volume II, after being immediately endorsed with the particulars stated in Or. 13, r. 4, and signed or initialled by the Judge in the manner required by that rule, and marked with an exhibit number.

**NOTE.**—When a document of historical or antiquarian interest or an original record of the High Court is produced or tendered in evidence, the Court before which it is produced should make every possible endeavour to prevent its being defaced by endorsements or exhibit marks or by having the seal of the Court impressed upon it. If the presiding Judge will use his common sense, some means of avoiding such disfigurements will probably suggest itself. The parties will probably agree to a photographic copy being substituted for the original, or the document may be enclosed in a sealed cover, or in a locked and sealed box, the necessary particulars being endorsed on the outside. If other means fail, careful measures should be taken for the safe custody of the document pending instructions from higher authority.

**380.** Documents admitted in evidence shall be marked with numerals 1, 2, 3, etc., and capital letters A, B, C, etc., according as they are admitted on behalf of the plaintiffs/petitioners or defendants/opposite party and separate lists of the documents thus admitted shall be prepared by the Bench Clerk in Form (J)23 and signed by the presiding Judge. The documents shall be entered in the lists in the order in which they are admitted and marked. If the capital letters are exhausted, double capitals shall be used.

**381.** (1) When there are two or more parties defendants, the documents of the first party defendant may be marked A1, B1, C1, etc., and those of the second A2, B2, C2, etc.

**NOTE 1.**—As to documents of historical or antiquarian interest see the Note to rule 379.

**NOTE 2.**—In no case must exhibits be defaced in any way by judicial officers except in so far as the law permits, that is to say, by making them as exhibits filed in a specified case. For instance, particular passages in a document must not be underlined. Again, in the case of a will separate exhibit marks should not be placed against the name of each attesting witness. The signature when proved can easily be identified by description [General Letters No. 8 of 6th December, 1886, and No. 20 of 20th December, 1922].

(2) (a) Where an exhibit forms part of a voluminous document, such as an account book, *khata*, etc., it should be clearly indicated by means of a slip of paper pinned to the sheet or page on which it occurs, the exhibit mark being noted on the slip.

(b) When an entry in an account book is admitted in evidence, the portion so admitted shall be clearly indicated by surrounding the same in red ink or chalk.

**382.** When documents are admitted at the instance of the Court and neither party is willing to accept them as evidence on his behalf, they shall be marked I, II, III, etc.

**383.** When a number of documents of the same nature are admitted, as for example, a series of receipts for rent, the whole series should be marked with the same numeral and small letters of the alphabet in brackets, when put in by the plaintiff/petitioner [thus: 1(a), 1(b), 1(c), etc.], or with the same capital letter and numerals in brackets, when put in by the defendant/opposite party [thus: A(1), A(2), A(3), etc.].

**384.** If in a proceeding subsequent to the trial of the suit or on remand or by order of the appellate Court, further documentary evidence is admitted, exhibits shall be marked with numbers or letters consecutive to the number or letter on the last exhibit previously filed.

**385.** When an original document, after being marked for the purpose of identification, is returned, and a copy thereof substituted under the provisions of Or. 7, r. 17 or Or. 13, r. 5, C. P. Code, a note of the return of the original shall be made in the lists referred to in the preceding rules.

**386.** (1) When a document included in the list in Form No. (J)22, Vol. II, is tendered in evidence, it must, if rejected, at once be endorsed as prescribed by Or. 13, r. 6, and returned to the person tendering it, who shall give a receipt in column 4 of the list.

(2) Documents produced by a party to the suit but not tendered in evidence, if not returned earlier, shall, at the conclusion of the trial, be returned to the person producing them or his pleader after he has signed the receipt for the same in the proper column of the list. A pleader is bound to take back any document produced by his client and to sign the receipt referred to above. Documents produced by persons who are not parties to the suit are dealt with under the provisions of rule 391 *post*.

**NOTE 1.**—Parties or their pleaders would do well to ask for and take back from the Bench Clerk or other officer in whose custody they may be, all unexhibited documents immediately after the hearing is finished. If they are not taken back or accepted when returned, the documents remain entirely at their risk.

**NOTE 2.**—If any pleader refuses to take back a document returned to him, the presiding Judge may then giving him 7 days' notice arrange the destruction of the document without having recourse to the procedure in rule 389.

**387.** (1) No document shall be returned which by force of the decree or order of the Court has become void or useless, the rights of the party filing it being completely provided for by the decree or order.

(2) If by force of the decree the mortgage instrument has become void or useless, as, for instance, in a case where the suit is upon a simple mortgage bond and the rights of the plaintiff under it are completely provided for by the decree, the return of the instrument will be unnecessary. It should however be returned where his title in any way still depends on the instrument, *e.g.*, when the suit is brought upon a usufructuary mortgage on the ground that possession is withheld.

**388.** When a plaint is returned before any action is taken on it, for filing in the proper Court, all the papers filed with it including the *vakalatnama* should be returned to the person who filed it.

**389.** Great care should be taken that documents not admitted in evidence are not mixed up with the exhibits in the case. Unexhibited documents if not taken back by the parties or their pleaders shall before the judgment is pronounced be removed from the record and placed elsewhere with a fly leaf attached to them marked with the number and name of the suit and the name of the party or pleader filing the documents. They shall not be sent to the District Record Room but shall be destroyed at the end of six months from the date of the final order of the Court in the suit or proceeding in which the documents were produced, after giving such notice to the parties or their pleaders as the Court considers proper.

NOTE 1.—A complete list of documents, etc., shall be prepared and entered in a book a month before the destruction showing the number and year of the case, name of person or pleader filing, nature of document, etc., and an intimation sent to the local Bar Association that the list is open for inspection. As the documents are destroyed the date of destruction should be noted in the remark column of the list.

NOTE 2.—Presiding Judges should see that all documents not taken back are listed at regular intervals and the list is put up before them and that the documents are destroyed without fail at the time prescribed by this rule.

**390.** The following note shall be entered at the foot of every copy of a decree granted to the parties or their pleaders to a suit or case:—

“The parties should apply as soon as possible for the return of all exhibits which they may wish to preserve, as they will be destroyed at the time prescribed by the High Court.”

NOTE 1.—The above note shall be penned through if there are no exhibits for return.

NOTE 2.—Presiding Judges of outlying Courts should see that exhibits are as far as possible returned to the parties or their pleaders before the periodical despatch of records to the District Record Room.

**391.** (1) A private person, not a party to the suit, producing a document in Court in compliance with a summons, should be required to state in writing the address to which the document is to be returned, if not returned to him personally. If it is desired that the document should be returned to a pleader, a *vakalatnama* shall be filed along with the document.

(2) Where the document is not tendered or admitted in evidence it shall be returned at once to the person producing it either personally or by registered post.

(3) Where the document is admitted in evidence, a certified copy thereof shall be prepared and placed on the record, if not already there. The original shall then be returned to the person producing it personally or by registered post, or to his pleader unless the genuineness of the document is in controversy, in which case the original shall, unless the Court otherwise directs, be returned after the trial is concluded, or, in

cases where an appeal lies, after sufficient time has been allowed for appealing, or, if an appeal is preferred, after the determination thereof. The word "appeal" includes a second appeal where a second appeal lies.

(4) (a) In the case of voluminous documents, such as account books or collections of zemindary papers, which cannot conveniently be returned by registered post, the person producing them shall, if they are not returned to him at once, be informed in due course by registered letter that he is at liberty to take them back, and that his reasonable travelling expenses will be furnished.

(b) This procedure shall also be adopted where the person producing the document states in writing at the time of production that the document is of value to him and that he will take it back personally.

(5) In cases where the person producing a document has any pleader or mukhtar authorised to take back documents on his behalf, the document may be returned under the foregoing rules to such pleader or mukhtar, unless at the time of production the person producing it states in writing that it should be returned to him personally or by registered post.

(6) (a) Before a document such as is referred to in sub-rule (1) is called for at the instance of a party to the suit, such party shall deposit a sum sufficient to meet such expenses as are likely to be incurred, including the cost of returning the document by registered post, the cost of preparing a certified copy under sub-rule (3) and in cases under sub-rule (4) the travelling expenses both ways of the person producing the document.

(b) In cases under sub-rule (4) the travelling expenses shall be transmitted to the person producing the document along with the registered letter therein referred to.

## CHAPTER 18

### INSPECTION OF RECORDS NOT SENT TO THE DISTRICT RECORD ROOM.\*

**392.** No record or paper not deposited in the District Record Room shall be inspected by any person without the permission of the presiding Judge of the Court to whose file it appertains.

**393.** The Court may permit a party to the suit or his advocate or pleader or mukhtar to inspect the record of a pending case fixed for the day. No notes (other than such notes as are permitted by Note 2 to Rule 394) or extracts shall be taken from any portion of the record.

**NOTE 1.**—When the inspection of any original document is allowed in Court, the Bench Clerk in attendance should, for that purpose, make over to the legal practitioner concerned the document or the section of the file containing the document required for inspection. After inspection he is required to replace it in its proper position in the file with his own hand. He must see that exhibited documents are not removed from the list with which they are annexed. He should also watch the inspection and be held responsible for the documents.

**NOTE 2.**—Inspection of record of a pending case fixed for the day should ordinarily take place in the office in the presence of the Sheristadar before the sitting hour. The inspection should be allowed upon the same conditions as in Note 1.

**394.** The presiding Judge may either in his presence or in the presence of his Sheristadar allow inspection of records not sent to the District Record Room to public officers and advocates or pleaders or mukhtars in the case subject to the general conditions laid down for inspection of records in the Record Room (*vide* rule 453, *et seq post*). He may, by general or special order in writing, prescribe upon what conditions and at what time and place such inspection may be allowed. No searching fee shall be levied. He should be careful that his orders do not interfere with the right to demand production of documents on notice and the consequent right to take copies which an opposite party enjoys under Or. 11, r. 15.

**NOTE 1.**—The permission of the presiding Judge may be obtained on a written application in Form No. (M)36 which will be supplied free.

**NOTE 2.**—An advocate or pleader or mukhtar may read any document or record specified in his application the inspection of which has been allowed by the Court, but he shall take no notes other than such short memoranda (to be written in pencil on slips of paper to be provided by the officer before whom the inspection takes place) of the date and nature of the document, names of parties, etc., as may be necessary to identify or describe the document or record in case a copy is required; but this permission does not extend to the taking of a copy of the proceeding or document, or any part thereof, or to making extracts therefrom. The inspection of a record and the taking of notes is a privilege the abuse of which should not be allowed. The directions in this rule must be very strictly observed.

**NOTE 3.**—In disregard of this rule, surreptitious copies of or extracts from papers in a record are allowed to be taken or furnished, the ministerial officer concerned shall be held responsible and severely dealt with. (*See*, rules 501 and 572.)

\*As to inspection of records in the record room, *see* rule 453 *et seq.*

## CHAPTER 19

### THE TRANSMISSION OF RECORDS TO THE DISTRICT RECORD ROOM AND DISPOSAL OF RECORDS NOT SO SENT.

The records of decided, contested and uncontested suits and cases of Classes I, II, III and III-A other than those referred to in rule 400, and the records of miscellaneous non-judicial cases and of cases belonging to Classes IV and IV-A shall be forwarded to the District Record Room by judicial officers at headquarters in the course of the third month and by judicial officers at out-stations in the course of the sixth month next succeeding that in which they were decided or disposed of.

**NOTE 1.**—For the purposes of this rule, suits (including mortgage suits) in which preliminary decrees are made are not finally disposed of till proceedings on the preliminary decree are terminated by a final decree or otherwise:

Provided that when no proceedings are taken to obtain a final decree, the record shall be sent to the record room, in the case of mortgage suits, on the expiry of three years from the date fixed for the payment of the sum declared in the preliminary decree to be due, and in other cases, on the expiry of three years from the date of the preliminary decree.

**NOTE 2.**—Where final decrees are passed on compromise in mortgage suits, and there are instalments to be paid extending over three years, the records shall be sent to the District Record Room when the final decrees are passed.

**NOTE 3.**—The date of disposal of an application to deposit rent shall, when the deposit is under section 6(1) (a), (b), Bengal Tenancy Act, or under section 70(1) (a) and (b) of the Cooch Behar Tenancy Act, be deemed to be that on which the money-order acknowledgment is received, and if the amount be refused by the payee or returned undelivered, that on which the amount is credited into the treasury under the order of the Court. In the case of deposit under sec. 61(1) (c), (d) of the Bengal Tenancy Act, or under section 70(c), (d) of the Cooch Behar Tenancy Act, the date of disposal shall be deemed to be that on which the deposit has been paid away, or, if it has not been paid, that on which the notice prescribed by section 63(ii) of the Bengal Tenancy Act, or section 72(2) of the Cooch Behar Tenancy Act, has been served.

**NOTE 4.**—Records of suits dismissed on compromise, should be forwarded to the District Record Room under this rule for preservation and destruction there under Rule 458. Such suits do not come within the purview of Rule 400(1)(iii).

**396.** District Judges shall fix the dates on which in the course of the month, the record from each Court, at headquarters and out-stations, respectively, shall be despatched to the District Record Room, the dates being so arranged as to secure an even distribution of work in the record room throughout the year.

**NOTE.**—The orders passed by the District Judge under this rule, fixing the dates for the transmission of records, shall be copied and posted in the record room and in the offices of the Court to which they relate.

**397.** A notice exhibiting the dates for despatch of records to the District Record Room which have been fixed by the District Judge under rule 396, shall be posted in a conspicuous part of the court-room of the Courts concerned at least 10 days before the dates, a copy also being sent to the local Bar Association.

(1) Applications for copies of documents in such records will not ordinarily be entertained unless they are filed in the Courts at Sadar at least 2 days, and in the outlying Courts at least seven days, before the date of despatch fixed by the District Judge under rule 396.

(2) In special cases the Court may entertain applications for copies filed with expedition fees up to and including the second day previous to the date of despatch.

**399.** (1) A separate list in Form No. (R)32, Volume II, shall accompany the records of each of the six classes. In the case of records under Class IV two lists shall be prepared, namely, one of records which contain both B and C and another of the records which contain C files only. These lists should be of uniform size and shape and will be bound up in separate annual volumes for each class of records of the same Court, so as to constitute a catalogue of records in the record room to be preserved for the same period as the records to which they relate.

**NOTE.**—Suits in which preliminary decrees have been passed should also be entered in the despatch list with a note in the remark column "To wait its term."

(2) The list required by this rule shall be prepared in duplicate by means of carbon paper and shall contain an entry of every suit or case (contested or uncontested) other than those referred to in rule 400 *post*, disposed of during the period to which the list relates. The duplicate copy shall be forwarded to the District Judge under a separate cover and will be returned to the issuing Court duly signed by the record-keeper who shall acknowledge that the records have been received.

**NOTE 1.**—Every list in Form No. (R)32 shall be given a serial number by the issuing Court, and the duplicate carbon copy shall be preserved for one year from the date of despatch by the Court.

**NOTE 2.**—When a paper is sent by a Court to the District Record Room for being attached to any record, the record room clerk concerned shall, after repunching the court-fee label (if any) attached to it, index it in the table of contents of the proper file.

(3) If any record included in the list is kept back for any reason the fact should be noted in the remarks column.

**400.** (1) Notwithstanding anything contained in the rules in Chapter 20, the record in the following cases shall be preserved for one year and shall consist of one file only unless the distribution of papers into proper files (*vide* Rules 348-358) has already taken place before disposal:—

- (i) Where the plaint or memorandum of appeal has been rejected.
- (ii) Where the case has been dismissed for default under Order 9, rules 2 and 3.
- (iii) Where the case has been dismissed on satisfaction before decree.
- (iv) Where the plaint has been returned for presentation to the proper Court.
- (v) where the suit stayed under section 34 of the Bengal Agricultural Debtors Act, 1935, has been struck off for non-appearance of parties, after service of notice on them to show cause why the stay order should not be vacated. [General Letter No. 5 (Civil) of 1949.]

**NOTE 1.**—In case (ii) the file will be split up when an application for restoration is filed and if the case is restored to file the ordinary rules will apply as regards destruction.

**NOTE 2.**—In cases where costs have been awarded by the final order, the record shall be treated as File C of Class III or File E of Class III-A, as the case may be, and shall be excluded from the operation of this rule; accordingly such records shall be forwarded to the record-room under rule 395.

(2) On the record of every such case the ministerial officer in charge shall stamp or write conspicuously the words 'Rejected', 'Dismissed for default', 'Satisfaction', or 'Plaint returned', as the case may be.

(3) The records of cases referred to in sub-rule (1) shall be entered in a separate list in Form No. (R)32 omitting columns 3, 4, 6, 7 and 8 and kept in the respective Courts to which they belong. When destruction takes place, the fact shall be noted in such list and in the Court's register against the entry for the particular case. The list referred to above shall be preserved for three years.

(4) The period of one year mentioned in sub-rule (1) shall commence from the date of final disposal, or in the event of an appeal, from the date of the final order of the last appellate Court.

**401.** Copies of plaints and written statements returned by pleader commissioners with their reports may be destroyed immediately after the disposal of a case.

**401A.** When no steps are taken by the decree-holder in the Court to which a decree is transferred for execution and papers accompanying the decree along with the certificate under section 41, Civil Procedure Code, are returned to the issuing Court under rule 213, they may be destroyed by the latter Court after three years if it is satisfied that execution is barred by limitation.

**402.** All registers which have to be permanently preserved shall, after 12 years from the date of the last entry therein, be sent to the record room with a list in Form No. (R)33, Volume II.

**NOTE.**—On receipt of the registers in the record room, they should be checked with the list, shelved in the record room, and columns 6 and 7 of the list should be filled in.

**403.** The cost of carriage of records and registers sent to the record room shall be met by payment from the District Judge's contingent allowance, and the presiding Judge will give all necessary orders as to the mode of transmission.



## CHAPTER 20

### DISTRICT RECORD ROOM.

#### 1. Record Room arrangement and general duties of the Record-keeper and his staff.

**404.** The "recrod room" is a room set apart for the storage of *decided* cases, and the "record-keeper" is the ministerial officer in immediate charge of such records.

**NOTE.**—The term "record-keeper" includes the ministerial officer who may be placed by the District Judge in charge of the record room in an outlying station, where there is any.

**405.** Whenever possible it should be arranged, that each record room shall have only one combined entrance and exit, and that the record-keeper's table shall be so placed that no one can enter, or pass papers out of, the record room unseen by him.

**NOTE.**—Repunching peons should work near the record-keeper's table.

**406.** All outer windows, doors or openings in the walls of the record room, and all inner and outer windows, doors or openings giving access from the record room to any office or verandah which is not part of the record room, shall be protected by iron railings and wire-netting, in such manner as to render it impossible that papers should be passed through them, and the record-keeper shall, by periodical inspection, satisfy himself that the railings and netting are in good order.

**407.** The record-keeper must obtain and keep on his guard file a copy of the instructions issued by Government for the protection of buildings and records against fire, and he will be held responsible for ensuring that these instructions are carefully observed.

**408.** No smoking of any kind is on any pretence to be permitted in a Court, in any office room attached to a Court or in any part of the record room or its annexes. The Bench Clerk or the Sheristadar of each Court or the record-keeper or the ministerial head of the department concerned, as the case may be, will be responsible for seeing that this rule is strictly enforced, and bring at once to the notice of the Judge any infringement thereof.

**409.** The distribution of work among the clerks should be on a scheme to be approved by the Judge-in-charge and so far as possible it should be arranged on the basis of the various Courts in the district each clerk dealing with the records of the Court or Courts of which he is in charge and all matters connected with them. Each clerk shall be furnished with a duty card of his duties.

**410.** Any officer who permits the records of his office, or in his record room, to fall into disorder, is under the order of Government, held responsible for the expenses incurred in their rearrangement; and any officer receiving charge of an office or record room, the records of, or in which, may be in disorder, or so unmethodically arranged as to prevent the ready production of papers when called for, and who shall fail to make a timely report of their state, will be similarly held answerable for the cost of time and arrangement.

(This rule, being Rule 208, page 49, of the Bengal Records Manual, 1943, has been approved by the High Court.)

**411.** The following statements and reports should be maintained by every record keeper and submitted to the Judge-in-charge of the record room :—

(i) A fortnightly progress report in the form reproduced as Form No. (M)47 in Volume II.

(ii) A statement to be submitted during the first week of each month, in the form reproduced as Form No. (M)37 in Volume II, showing the total number of records received from each Court for the preceding month.

For the accuracy of these reports the record-keeper should be held responsible.

**412.** A plan and index of the record room shall be prepared by the record-keeper on the lines of the specimen plan and form of Index reproduced as Appendix B and as Form No. (M)38, respectively, in Volume II, and should be hung up in a conspicuous place in his office. The plan should indicate the position and serial number of the several racks and almirahs in each room, and the entrance to and number of each room. It should also include an end-section of the racks, showing the serial number of the several shelves in each. The information required for the "Index" should be set out below the plan, in alphabetical order, Court by Court.

**413.** This plan and index must be kept up to date, and should be corrected yearly after the periodical destruction of records has been carried out.

**414.** Wherever wooden racks exist, they should be replaced, as soon as funds can be provided, by steel racks of the standard pattern from time to time prescribed by the Government and approved by the High Court. In submitting plans for reconstituting a record room by the substitution of steel for wooden racks, care should be taken—

- (i) that the racks shall be so placed, that the light from the windows falls between the racks;
- (ii) that sufficient spaces are left for gangways between the racks;
- (iii) that there is sufficient provision made for the access of light and ventilation; and
- (iv) that the space between shelves is suitable (a) for the records, and (b) for registers.

**415.** The rooms, racks, and shelves in the record room should be numbered conspicuously. The rack number should be fixed at the end of each rack nearest the passage way, and at a height where it can be easily read; the letters A and B should be marked to denote the left and right hand shelves of the rack, and this letter should follow and be used with, the shelf number. The reference in an index of the record room, or in the despatch-list, will thus be "Room I, Rack I, Shelf I-A"—meaning the first shelf on the left hand side of Rack I.

**416.** An Index-sheet, typed or printed in foolscap size in Form No. (M)39, Volume II, and pasted on a flat board, should be hung in a conspicuous place at the end of each rack.

**417.** Every almirah in the record room should be clearly marked outside with a letter or figure, and the shelves therein should be numbered. A list in English, showing its contents should be kept in each almirah.

**418.** A statement should be prepared and pasted in every record room showing shortly, but accurately, what steps are necessary in order to trace a record in the record room.

**419.** The record-keeper shall maintain the following registers, in English:—

- (i) Index Registers, that is, Bound Despatch Lists [rule 399 (7)] which must be paged and indexed, so as to show at what page or pages the various classes of records will be found.
- (ii) An index of Index Registers, in Form No. (M)42, Volume II. This should, if possible, be kept in the record-keeper's office.
- (iii) The Register of records issued from the record room [Form No. (R)29, Volume II].
- (iv) The Register of applications for the return of documents [Form No. (R)30, Volume II]. This must be entered up daily and preserved for 12 years.
- (v) The Register of requisitions for documents [Form No. (R)28, Volume II].
- (vi) An attendance Register of the record-room staff, to be preserved for one year (*see* rule 767).
- (vii) Register of applications for payment [Form No. (R)38, Volume II].

**420.** The record-keeper shall also maintain an inspection guard file in the manner prescribed by Rule 987 and the Note thereto, *post*.

**421.** Registers not in current use and stored in the record room, should be arranged on shelves vertically and should be labelled on the back of the volume. Suitable divisions should be made in the shelves, which should also be strengthened, if necessary, for their reception, by means of vertical battens, iron supports or wire divisions placed at suitable intervals.

**422.** The more important duties of the record-keeper are stated below. It should not be supposed that the enumeration of duties is in any way exhaustive. It has merely been thought desirable to set out in detail certain of a record-keeper's more important duties, but record-keepers must understand that they will be held responsible for the due and prompt performance of all duties connected with the management and supervision of the record room which are prescribed by the High Court's rules:—

(1) The record-keeper should be provided with a sufficient number of copies of the rules relating to records for the use of himself and his subordinates, and he will be held responsible for keeping the same up to date.

(2) He should keep a register in which should be entered a description of all the office furniture in use in the record-keeper's office and record room.

(3) The record-keeper is responsible for the condition of the record room, the records, and the work done by the staff subordinate to him. He must set an example of punctuality and neatness in his work, and see that the record room and its offices are maintained in an orderly and tidy condition.

(4) The record room and the offices appertaining to it must be dusted and swept out regularly every day, and the record-keeper will be responsible for the general cleanliness of the record room and records.

(5) A plan of the record room must be prepared.

(6) All rooms and racks are to be numbered.

(7) The Index Registers or Lists of records sent to the record room must be completed by filling in columns 7, 8 and 9.

(8) All destruction should be entered in the Index Registers which should be indexed, bound, indexed on the back, and kept on end on shelves.

(9) The record-keeper must exercise proper personal supervision and control over the staff. He must make himself thoroughly acquainted with each man's work, and check it frequently; this applies both to current work and the work in the record room. He should know the distribution of records in the record room, frequently inspect the Index Register (comparing the information in columns 7 and 8, with the actual position of the records), and should see that the entries in column 9 of the Index Register are correctly made. He should also be careful that the indexing of bundles is properly carried out. He should work with the idea in his mind that the eventual result of his inspections will be that he will have opened, inspected, and correctly arranged every bundle of records in the record room.

(10) Should, at any time, any additional establishment be appointed to the record room, such staff shall work under the control and supervision of the record-keeper, who will be responsible for the proper division of work amongst them, and for drawing up and furnishing to each of them a statement of his duties.

(11) All menial servants whose services may be required for removing and replacing records, or keeping the record room clean, shall be admitted to the record room only under the supervision and control of the record-keeper, or such member of his staff as he may appoint for that purpose, and on such days and within such hours as he may direct by general or special order.

(12) The record-keeper must furnish each clerk with a written statement of his duties.

(13) The record-keeper must be careful to see that the High Court's Rules relating to exhibits are properly carried out, and that no unexhibited documents are received in the record room.

(14) He will be held responsible for the regular issue of reminder to the lower Courts (and to the High Court, where necessary) to return records.

(15) He will be held responsible that the Registers of records and documents removed from the record room are properly maintained.

(16) He will be responsible that the current work is kept absolutely up to date. It is of the utmost importance that this should be done, and at the very first sign of arrears, or of such a pressure of work as is likely to cause arrears, the matter must be reported at once by the record-keeper, through the gazetted officer in immediate charge of the record room, to the District Judge.

(17) The record-keeper must submit regularly and to time the fortnightly Progress Reports. He must further take particular care that the figures inserted in this report are accurate.

(18) The record-keeper is responsible that all orders relating to the record room are carried out. He is also responsible for keeping the lower Courts up to time in transmitting records to the record room.

(19) He is responsible that all records, and bundles of records, are kept in their proper places on the racks, and must on no account permit them to be left lying about the gang-ways or floor of the office or record rooms. All almirahs must be kept clean, and their contents in order, with a list of the contents in each almirah.

(20) The record-keeper's attention is called to the necessity for the careful and accurate preparation of returns, and until he has worked his staff up to a proper understanding of their responsibilities in returning accurate figures, he should check all figures himself.

(21) It is imperative that the record-keeper should insist that no unauthorised person enters the record room or the offices appertaining thereto, and that he should see that his directions in this respect are duly carried out.

(22) The record-keeper should pay particular attention to the rules relating to the second triangular punching of Court-fee stamps. He should periodically inspect the punches to see that they are in good order.

(23) He should also carefully observe the rules relating to destruction of records and should satisfy himself that the destruction of records or portions of records, as the case may be, is periodically and punctually carried out.

(24) He is responsible that the Attendance Register of his office is properly and accurately written up.

(25) He must arrange that applications for copies shall be promptly complied with.

(26) He is responsible for the proper application of the rules relating to payment orders and attachment of moneys.

(27) The record-keeper should, on each working day, examine the contents of at least one bundle of records. He should open the bundle, see that the records are in order, that no documents are missing, that the repunching of stamps has been

carried out, that the High Court's Rules and Orders for the arrangement of records have been complied with, and that destruction has been carried out. When he has satisfied himself that the work in that bundle has been properly done, he will retie the bundle and initial it in red ink, at the bottom left hand corner of its outer label, placing the date of his inspection immediately below his initial. At the same time he will make a similar entry in the Index Register.

(28) Should it be found that any papers are missing, that destruction is overdue, or that any suspicious circumstances are observable in connection with stamps, the fact should be reported to the District Judge through the Judge in charge of the record room.

(29) The record-keeper shall at once bring to the notice of the Judge in charge any irregularities which he may discover in the records deposited in the record room.

## **2. Receipt of Records in the Record Room.**

**423.** No record should be retained in a District Record Room which does not find an entry in one of the prescribed record room registers with the exception of Small Cause Court cases.

**424.** On the arrival of a batch of records in the District Record Room, the record-keeper shall see—

(1) that each record is stamped with a rubber stamp bearing the words "District Record Room", the name of the district and the date;

(2) that the record corresponds in number and description with the entries in the despatch lists;

(3) that a second hole is punched with a triangular punch on each court-fee label distinct from the first and a note is at the same time made upon the title page of each record of the date on which the stamps on documents contained in it have been so punched;

(4) that the classification and arrangement under Chapters 16 and 17 of this Part have been carried out; that the contents of each file correspond with the table of contents; that the papers bear the court-fee stamps shown in such table; that the stamps have been duly cancelled, and that the papers requiring court-fee stamps have been properly stamped;

(5) that every document in a record chargeable with stamp duty bears the full stamp prescribed by law.

**NOTE 1.**—The second or triangular punching of court-fee stamps, prescribed in this rule, should be made on the day the records are received in the District Record Room, and should not await the inspection or examination of records.

**NOTE 2.**—The record-keeper is personally responsible for the effective discharge of all the duties under this rule. The appointment of a special peon or other officer to punch stamps on or to examine records received into the record room in no way absolves record-keepers from the duty of seeing that the stamps are duly punched and that there is no deficiency of stamp in any documents comprising a record.

**NOTE 3.**—District Judges and Judges in charge of the record room are reminded that in order to safeguard Government revenue, the provisions of this rule must be strictly observed.

**425.** If in the course of carrying out the duties enumerated in the preceding rule 424, the record-keeper finds that any stamp shows signs of having been tampered with, or discovers any deficiency, irregularity in cancellation, or other circumstances exciting suspicion, he must at once submit a report to the Judge in charge of the record room.

**NOTE.**—The reports should be submitted separately for each record and should not be delayed until the examination of a complete batch of records is concluded.

**426.** The record-keeper shall enter the date of the receipt of the records, the date on which they were actually due, the date on which they were examined and the total number of records in the space provided in the first-sheet of the despatch list. Any material delay in despatching

the records, or other irregularity or defect disclosed by his examination under rule 424 (including any omission by the parties or pleaders to sign the notice attached to the decree requiring them to withdraw their documents) should be brought to the notice of the Judge-in-charge not later than two days after the completion of examination.

**NOTE 1.**—Reports should be submitted jointly for each Court with reference to each batch of records received.

**NOTE 2.**—Reports under this rule, if forwarded for explanation to the Courts concerned, should be submitted to the Judge in charge on return, and when finally disposed of should be filed by the record-keeper in chronological order, and in a separate file for each Court.

**NOTE 3.**—Records in which there are minor or remediable defects or irregularities should not be sent back to the outlying Courts for being remedied, but they should be rectified by the record-keeper, *e.g.*, mistake in page numbering, omission to enter a paper in the table of contents, inclusion in one file of a paper belonging to another file, etc., etc. If any entries are necessary they should be made and initialled by the record-keeper and attested by the Judge-in-charge.

### 3. Arrangement of Records in the Record Room.

**427.** The records in a District Record Room should be arranged Court by Court, different racks being allotted for the records of each Court whenever the number and disposition of racks permit of this arrangement. When the records are placed on the racks, the component files should be grouped thereon according to the periods for which they must be preserved.

**428.** Separate sections of the racks should be provided for each group within which the files should be arranged according to the date of the decision of the case to which they relate. Thus the records of each Court should be grouped in the following way:—

Group No.	Class No.	Files.	Period of preservation.
1	Class I	A	For ever.
2	Class IV	B	20 years.
3	Class II	B	25 years.
4	Class I	C <sub>1</sub> , C <sub>2</sub>	12 years.
5	Class II	C <sub>2</sub>	12 years.
6	Class IV	C	12 years.
7	Class III	C	12 years.
8	Class III-A	E	6 years.
9	Class IV-A	E	6 years.
10	Class I	D	3 years.
11	Class III	D	3 years.
12	Class III-A	D	3 years.
13	Class V	D	3 years.

**429.** The records of each group should be made up into bundles of convenient size, provided that no bundles should contain the records of more than one year. The bundles containing the records of each group should be placed in juxtaposition in the spaces allotted in the racks to each group, care being taken to economise as much space as possible.

**430.** In the disposition of bundles on the racks regard should also be had to the daily work arising in the record room, and the arrangement should be such as to facilitate access and minimise removal and displacement.

**431.** As the time for destruction of the records of a particular year arrives, the bundle or bundles for that year will be removed from the rack or section of a rack which they occupy, and the rack or section will then become available for the records of the incoming year.

**432.** (1) No hard and fast rule is laid down to be universally applicable regarding the system of bundling records but it is left to the discretion of the District Judges to follow the system of flat bundles or the system of tying up bundles of records in cloth.

(2) In districts where the District Judges direct the system of flat bundles to be followed, records forwarded to the District Record Room should be opened out and made up into flat bundles of foolscap size. To the back and front of each bundle a flat board, or a piece of stout mill-board of foolscap size should be tied. Each bundle should not ordinarily exceed eighteen inches in depth but, in the case of iron racks of the old standard pattern, two bundles of a convenient size may be made up, so that the entire depth of the shelf may be fully utilised.

(3) Where the system of tying up bundles of records in cloth is directed by the District Judges to be followed, the bundles should be made up and indexed in the manner required by these rules, the index on cloth being rewritten from time to time should it become illegible.

(4) Reversion from one system of depositing records to another system, as above, is permissible provided no extra expenditure is incurred on account of extra staff for the purpose.

**433.** On the board in front of each bundle there shall be placed a label in Form No. (M)41, Volume II, and the space showing the due date of destruction shall be filled in. The blank half of the form will be used for noting the removal of records from, and their return to, the bundle. On removal of a record, its number will be noted on the blank half with the date of its removal; and on its return the note will be crossed out. When the blank half of the form has been filled up, for the purpose of further entries a clean sheet of foolscap paper should be pasted over it, care being taken to make a note on this paper of all records taken out of the bundle which have not then been returned.

**434.** A wooden board, or paste board, or tin-sheet index, 8"×13", setting out, in English, the Court and the class of records kept on each shelf of the record rack should be hung on the shelf by small screw hooks which can be removed when the position of the records is for any reason altered.

#### **4. Custody, Removal and Transmission of Records and of Documents contained therein.**

**435.** No record of a decided case shall be kept elsewhere than in the record room of the Court of trial or in the District Record Room.

**NOTE.**—Rule 395 prescribes the period after which records are to be sent to the District Record-room.

**436.** No record deposited in the record room shall be removed, or allowed to be removed, by the record-keeper, except for the use of the officers of the Court or with the sanction of the Judge-in-charge of the record room.

**NOTE.**—Rule 107 *et seq* prescribe the mode of transmission of records and documents called for under Or. 12, r. 10 or in compliance with summons issued under Or. 16, rr. 1 and 6.

**437.** (1) All applications and requisitions for documents or records other than those received from the Copying Department (*see* next rule 438) shall on receipt be entered by the record-keeper (or by a clerk under his personal direction) in a register in Form No. (R)29, Volume II, and then handed for compliance to the clerk in charge of the required document or record. The latter shall immediately enter the application in the register and bring the required document or record to the record-keeper, who shall then despatch it to the requiring Court, after noting compliance in column 8 of the register in Form No. (R)29. On return of the record he shall note in column 9 of the register the date of such return.

(2) When a requisition is so defective that the record room staff cannot comply with it, it shall be returned to the requiring Court or officer with the defects specifically noted and the reason for non-compliance endorsed on it and the record-keeper shall note the return in column 8 of the register in Form No. (R)29.

**NOTE 1.**—A separate requisition shall be sent for every record or for any number of documents out of the same record called for by any Court.

**NOTE 2.**—A memorandum of removal with the date should also be made in the remarks column of the despatch list against the entry relating to a record removed.

**NOTE 3.**—Requisitions or applications for records should, at the time of registration under this rule, be stamped with a date stamp and numbered serially.

**NOTE 4.**—All action necessary to comply with a requisition for a record, including the preparation of the letters to accompany the record and advising the despatch in Forms Nos (M)12 and (M)11, Volume II, and the packing and despatch of the record, shall be taken by the record-keeper or a clerk in his office deputed for the purpose.

**NOTE 5.**—The memorandum of acknowledgment in Form No. (M)12 from the receiving Court should, whenever possible, without causing undue delay, be enclosed with other communications sent by outlying Courts to the record room at Sadar.

**NOTE 6.**—It shall be particularly impressed upon the record-keeper and his staff that requisitions for records must not be returned on frivolous grounds. If the particulars given are sufficient to identify a record or if there are means for finding out the record, it must be traced even though the description as given by the applicant may in some respects be inaccurate. A case described by its class, number, name of Court and month and year of disposal can be located even though the date of disposal be not always accurate.

**NOTE 7.**—Requisitions marked "Urgent" shall be immediately complied with.

**NOTE 8.**—As to the procedure for return of records to the record room by the receiving Court, *see* instructions in G. L. No. 6, dated the 29th February, 1932.

**NOTE 9.**—Records or documents called for shall, except in the case of requisitions marked "Urgent," be despatched as soon as possible but in any case within a week from the date of receipt of the requisition. Defective applications under sub-rule (2) shall be returned within three days of their receipt. Inspecting officers will particularly observe whether the several provisions of this rule are strictly followed.

**NOTE 10.**—In order that records may not remain out of the record room for an unnecessarily long period, Courts should not ordinarily send requisitions for records before a suit or case is fixed for peremptory hearing.

**438.** In complying with a requisition for copies of papers contained in a record, the record-keeper should not permit the entire record to be removed to the Copying Department, but only such documents as are specified in the application, unless the documents specified in the



application constitute the entire record. Every application or requisition which necessitates the removal of papers from a record for the preparation of copies, or for any other purpose than return to the parties, shall, on receipt in the record room, be entered by the record-keeper or a clerk to be specially deputed for the purpose, in a register in Form No. (R)28, Volume II.

**NOTE 1.**—Entries relating to papers and documents removed in compliance with a requisition for information or for any purpose other than transmission to the Copying Department should be made in this register in red ink.

**NOTE 2.**—Clerks of the record room establishment should bring to the notice of the record-keeper any delay on the part of the Copying Department in returning documents to the record room. The record-keeper should take such steps as will secure their return and in case of unusual delay submit a report to the Judge-in-charge of the record room for such action as he thinks proper.

**439.** Applications for the return of documents from records in the District Record Room shall be made to the Judge-in-charge during the hours to be fixed by him and shall contain the following particulars: (i) Name of the Court to which the record containing the document appertains; (ii) nature, number and year of the suit, case or appeal in which the document was filed; (iii) date of disposal of the original suit or case and of the appeal, if any; (iv) name of the party or person on whose behalf the document was filed; (v) name of the applicant and the capacity in which he makes the application; (vi) description of the documents. The Judge-in-charge will pass an order "Return if no objection" and transmit the applications to the record-keeper who shall enter them in the prescribed register [Form No. (R)30].

(2) If there is no objection to the application being allowed, the record-keeper shall himself return the document ordinarily on the next open day but not later than the day following it during the time to be fixed by the Judge-in-charge and obtain the dated signature of the person taking the document on the application as well as in the appropriate column of the register in acknowledgment of the receipt. The application shall then be attached to the file which contained the document. If the applicant does not appear to take back the document within three days from the date of filing the application, the application shall be rejected.

(3) If the application has not been filed by the proper person, or is defective in respect of material particulars and the information given is not sufficient to enable the document to be traced by any other means, or there is any objection to the return of the document, the application with a report of the defects specifically noted on it shall be placed ordinarily on the next open day before the Judge-in-charge who will pass appropriate orders. Such applications as cannot be complied with for any of the reasons above shall ordinarily be returned to the applicant by the Record-keeper on the same day but not later than the next following day to be re-filed after removing the defects. If the application is re-filed, it shall be proceeded with as before. The date of re-filing the application shall be entered in red ink in column 2 of the register under its original serial number.

**NOTE 1.**—The Judge-in-charge of the record room should satisfy himself that documents or defective applications are returned within the time specified in the rule. It is recommended that he should from time to time have the documents or defective applications returned in his presence. The District Judge should at the time of inspection note whether the provisions of this rule are being followed.

**NOTE 2.**—The rejected applications shall be collected in monthly bundles in chronological order and preserved for three months.

**440.** Whenever a record or a document from a record is removed from the record room (otherwise than under rule 439) there shall be inserted in the place occupied by the record in its bundle or by the documents in its record, as the case may be, a removal slip in Form (M)43 on which shall be entered a full description of the record or document, and the purpose and date of its removal. Each such slip shall be initialled by the record-keeper. Where, however, a document or record is removed in compliance with a requisition from any Court, such requisition shall be used as a removal slip. When a record is removed for any purpose which would have the effect of transferring it to some other collection in the Record Room by reason of an alteration in the date of disposal for purposes of destruction (e.g., in connection with appeal, remand, petition of re-hearing, restoration, review, etc., respecting the case) no such removal slip will be necessary.

**NOTE 1.**—This slip shall be used also when records are removed from their bundle, on receipt of an application for inspection under rule 455 *post*.

**NOTE 2.**—If the record removed is to be sent to another Court, the word "Removed" shall be stamped on its title page in bold type.

**441.** On return of a record or document removed under rules 438 and 440, an entry shall be made in Register (R)28 and the document shall be returned to its proper place, the removal slip being kept for future use after cancellation of the entry.

**442.** The records of cases called for by the High Court, on appeal from the judgments and orders passed therein, should be despatched within seven days from receipt of the requisition. In the event of any delay occurring in their despatch, a reply should be sent explaining the cause of the delay, and the probable date of their despatch.

**NOTE 1.**—Except in appeals from original decrees cumbrous and bulky exhibits, e.g., account books, *khata*s, zemindari papers and the like, should not be sent to the High Court in second appeals unless specially called for, but a note showing the nature of such exhibits should be made in the letter advising despatch of the records. It will be sufficient to note "Account Books (or whatever the papers may be) are not sent by reason of their bulk."

**NOTE 2.**—When exhibits such as are referred to in "Note 1" above are sent to the High Court in connection with any appeal or reference, care should be taken to see that the instructions contained in rule 381(2) *ante* have been complied with.

**443.** In every appeal before the High Court from an interlocutory order made in a suit and coming under Or. 43, r. 1(g), (r) and (s), C. P. Code, only copies of the application for attachment before judgment, for the issue of an injunction, or for appointment of a Receiver, with affidavits and the petitions of objections thereto with affidavits and copies only of the orders relating to the matter should be prepared by the Court below at Government expense and sent to the High Court:

Provided that if either the appellant or any of the respondents requires any other papers to be called for, he should file a list of such papers in the Court below within a time to be fixed by that Court and also deposit there the costs of preparation of copies of such papers to be estimated by that Court within a time to be fixed by it. Provided further that the Court below will make suitable orders for compliance with its orders and send to the High Court copies of such papers within a reasonable time.

**444.** The following instructions should be observed in transmitting records from one Court to another:—

(1) If the two Courts are situated in the same station, the record should be despatched by hand properly packed with a peon book in which a serial number and date should be entered, and the signature of recipient

should be taken. The serial number and date appearing in the peon book should be reproduced in the remarks column of the Register of records removed. If the requisitioning Court is situated in a different station, records should be sent by parcel post, the postage being paid by means of service stamps.

(2) Records relating to different cases should be packed in separate parcels: Provided that if not inconvenient, such records may be packed in the same parcel but separately tied up.

(3) In the parcel containing a record should be enclosed a forwarding letter, and the cover of the parcel should bear the distinguishing number and date of that letter.

(4) A letter of advice should be forwarded simultaneously with the despatch of the parcel by post but separately and by ordinary letter post, and in it the number and date of the forwarding letter referred to in the preceding clause should be quoted.

(5) An acknowledgment should invariably be required from the Court to which a parcel containing a record has been sent, and in the event of none being received within a reasonable time, enquiry should be made to ascertain the cause.

NOTE 1.—All letters advising the despatch of civil records to the High Court (Appellate Side), and parcels containing such records, as also all returns of civil processes issued by the High Court (Appellate Side), should be addressed to the Deputy Registrar of the High Court, Appellate Side [G. L. No. 6 of 26th February, 1892.]

NOTE 2.—See rule 596.

NOTE 3.—The procedure in clause (1) of this rule is to be followed also where the District Judge sends for a record from the District Record Room.

NOTE 4.—For forms of letter and acknowledgment referred to in this rule, see Forms Nos. (M)12 and (M)11, Volume II.

NOTE 5.—Acknowledgments of the receipt of records sent out should be numbered and noted in the Register of records removed: they should then be filed in serial order on a new file, and should be made up ultimately into yearly bundles.

NOTE 6.—When an acknowledgment of the receipt of a record is two days overdue, the record-keeper should issue a postcard reminder [(M) 44] to the Court concerned, making a note of the issue in the Register of records removed.

**445.** Whenever possible, without offending any rule as to the period of return, records requisitioned by Courts at outstations and ready for return should be included in the batches of ordinary disposed of records.

**446.** When a record is received back in the record room, the following procedure should be observed:—

(1) The record should be carefully examined by the record-keeper to see that it is complete and in order. If the record-keeper notices that any document is missing or that the record discloses any other defect, he should at once report the matter to the Judge-in-charge.

(2) An entry should be made in column 10 of the Register of records issued [Form No. (R)29] and initialled by the clerk making it.

(3) The entry in the despatch list (R)32 should be cancelled.

(4) Unless the record is dealt with under rules 447 and 448, the removal slip should be removed from the bundle, the entry upon it cancelled and the record restored to its place.

(5) If the record is not restored to its original bundle for any reason, a note should be made in the despatch list that it is kept with record No. of of the Court.

(6) An acknowledgment in the prescribed form is to be sent with as little delay as possible.

NOTE.—The above procedure, as far as applicable, is to be followed when documents sent to the Copying Department, are received back. The entry referred to in sub-rule (2) is to be made in the appropriate Register (R)28.

**447.** (1) Where an original record, which has been called for on appeal, is received back in the record room, together with the judgment and other papers relating to the disposal of the appeal in the appellate Court, the original and the appellate record should be kept together. These records should be arranged according to the date of the appellate judgment. A note should be made in the remarks column of the bound list of records showing:—

(i) where the original record is to be found;

(ii) the date of the appellate judgment.

(2) The same procedure should be followed in the case of a record received back with an order for remand or rehearing, a reference being made in the bound list, to the shelf on which the record is ultimately lodged.

**448.** Original records received back from the High Court, together with the High Court's judgment on appeal, should be kept together and indexed "High Court Appeals." These records should be arranged according to the date of the High Court's final judgment. A note should be made against the various entries relating to the records in the remarks column of the despatch list, showing where the respective records may be found, and giving the date of the final judgment of the High Court.

**449.** It is the duty of the record-keeper to see that records sent out are returned without undue delay. With this object he shall cause the serial number of records not returned to be brought forward and entered in red ink in the register of records removed before any entries are made relating to a new year. He should also cause to be prepared from this register a reminder list consisting of entries of all records which have been out of the record room for more than three months. On the return of a record the entry relating to it prescribed by this rule should be struck out.

**450.** From time to time reminders should be issued by the record-keeper in respect of such records, and if they do not result in the return of the record, he should take the orders of the Judge-in-charge.

NOTE.—A note of all reminders issued should be made in the reminder list [(M) 45] and in the remarks column of the Register of records issued [Form No. (R) 29].

**451.** Lists of records which have been sent to the High Court should be prepared by the Courts concerned at intervals of not less than six months. These shall be placed before the Judge-in-charge with a view to securing the return of the records if the cases have been heard by the High Court.

**452.** The above rules so far as they are applicable shall be followed in sending and in complying with requisitions for records in pending cases.

### **5. Inspection of Records in the Record Room.\***

**453.** The record rooms of Civil Courts are not open to the public, but public officers of the district, including Sheristadars, may, with the permission of the Judge-in-charge, be allowed to enter the record room and to examine the record of any specified case free of any charge, provided that such entry is made in pursuance of a public purpose.

**454.** Advocates, pleaders and mukhtars duly authorised by any person in that behalf may, on payment of the prescribed fee [*vide* rule 514(I) (a) (ii)] examine any specified record; but in doing so shall make no notes, other than short memoranda (to be written in pencil on slips of paper to be provided by the record-keeper) of the date and nature of the documents, names of parties, etc., as may be necessary to identify the document or record in case a copy is required. Except where otherwise expressly provided for in the rules regarding the Copying Department, he shall not be entitled to take a copy of the proceeding or document or record, or any part thereof or to take extracts therefrom.

**NOTE 1.**—A notice in the sense of this rule should be exhibited, both in English and in the language of the Court, in the office in which records are inspected. No legal practitioner shall be allowed access to the record-room or the offices appertaining thereto, otherwise than in accordance with this rule.

**NOTE 2.**—No person inspecting a record or paper shall make any mark on or in any respect mutilate any record or paper which is being inspected.

**455.** Every application for inspection shall be presented on a printed Form (M)36, Volume II, with the prescribed fee affixed to it to the Judge-in-charge of the record room (or the officer designated by him for the purpose) between the hours of 10-30 a.m. and 4 p.m. on Court days and between the hours of 10-30 a.m. and 12-30 p.m. on Saturdays. The application shall clearly state why the inspection of record or paper is desired.

**456.** Any person named in an order for inspection may make such inspection only on days on which the court is open during such period as may be fixed by the District Judge between the hours of 10-30 a.m. and 4 p.m. on days other than Saturdays and between the hours of 10-30 a.m. and 12-30 p.m. on Saturdays. The inspection may be made on any day within ten days from the date of the order.

**457.** For the inspection of documents or records a separate table should be set apart, which should be kept quite clear and be so placed as to be in full view of the record-keeper. All inspections must be carried out on this table under the supervision of the record-keeper or of a clerk deputed by him for the purpose but on the responsibility of the record-keeper.

**NOTE.**—The officer watching the inspection should be held responsible for the documents. He should see that the record is handled with due care. As to general conditions regarding inspection, see 393 and 394.

---

\*As to inspection of records not sent to the district record room, see rule 392 et seq.

### 6. The Destruction of Records.

488. The following table shows the periods prescribed for the retention of the various parts of the records in the various classes of suit or proceedings:—

Nature of suit or proceedings.	Number of years for which records are to be retained.						
	File A	File B	File C	File C1	File C2	File D	File E
1. In suits or appeals under—							
Class I .. ..	Permanent.	..	..	12	12	3	..
Class II .. ..	..	25	..	..	12	..	..
Class III .. ..	..	..	12	..	..	3	..
Class III-A .. ..	..	..	..	..	..	3	6
2. In execution cases under—							
Class IV [decrees in suits of Class I which come under rule 355 (2)].	..	20	12	..	..	..	..
Class IV (decrees in all other suits of Classes I, II, III).	..	..	12	..	..	..	..
Class IV-A (decrees in suits of Class III-A).	..	..	..	..	..	..	6
3. In miscellaneous non-judicial cases ..	..	..	..	..	..	3	..

Provided that the following records shall not be destroyed before 1975:—

- (a) *Class II*.—Records of B files of suits in which decrees were passed during the period from 1924 to 1949.
- (b) *Class III*.—Records of C files of suits in which decrees were passed during the period from 1924 to 1962.
- (c) *Class IIIA*.—Records of E files of suits in which decrees were passed during the period from 1924 to 1968.
- (d) *Class IV*.—Records of C files of cases for execution of decrees passed in suits of Classes II and III mentioned in (a) and (b) above.
- (e) *Class IV-A*.—Records of E files of cases for execution of decrees passed in suits of Class III-A, mentioned in (c) above.

NOTE 1.—The record of a case under section 95 of the Bengal Tenancy Act, shall be preserved for 5 years from the date on which the common management ceases; where a common manager is appointed of an estate in which one of the proprietors is a minor, the record shall be preserved for 8 years from the date on which the minor attains majority. As the period of preservation of the record will depend on the date of the termination of the common management or the date of attainment of majority by the minor, as the case may be, a conspicuous note should be made of this date on the title page.

NOTE 2.—The record of a case under the Indian Lunacy Act, 1912, shall be preserved for ever, or till 5 years after the date of recovery or death of the lunatic, if such be ascertained.

**NOTE 3.**—The record of a case under section 32 of the Land Acquisition Act (Act I of 1894) shall be preserved for 12 years from the date of disposal of the case or 3 years from the date of final application of the money under clause (i) or (ii) of section 32(1)(b) of the Act, whichever is later, when the Judge finds that the person to whom the land belonged had no power to alienate it, or for 3 years, when he finds that it belonged to a person who had the power to alienate it.

**NOTE 4.**—As miscellaneous judicial cases connected with suits or cases are classed according to the nature of such suits or cases the records should be preserved under this rule according to their classification.

**450.** The above periods shall be calculated as regards suits or cases (of Classes I, II, III and III-A) from the date of the final order or the decree of the Court of first instance, or in the event of an appeal from the date of the final order or decree of the appellate Court. In miscellaneous non-judicial cases the period shall be calculated from the date of disposal.

**460.** In cases of Class IV and Class IV-A, such period shall be reckoned from the date on which the application for execution was finally disposed of by the Court executing the decree or by a Court of appeal, whichever is the later date. For the purposes of this rule, each execution record shall be dealt with separately, irrespective of any other application to execute the same decree or order.

**461.** The period of preservation of the record of a suit or case, where the decree or the order directs payment by instalments, shall commence from the date of last instalment allowed by the Court.

**462.** Unreturned exhibits received in the record room with the records transmitted therein shall be liable to destruction at the expiration of one year from the date of the final order of the last Appellate Court, if notice of appeal has been given to the Court in which the documents were produced.

**NOTE.**—This rule is to be read subject to the provisions of rule 387, *ante*.

**463.** Before arrangement of the records in the record room, the record-keeper shall cause a list to be prepared and entered in a book of all unreturned exhibits to be kept in the following form:—

Name of Court.	Description and No. and year of case.	Nature of document.	Names of persons filing.	Name of pleader, if any.	Date of final order.	Due date of destruction.	Remarks.

**NOTE.**—Cumbersome and bulky exhibits, e.g., account books, *khata*s, zemindary papers, and the like, which cannot be conveniently kept with the records should be preserved separately, e.g., in almirahs, boxes and bundles with a fly-leaf marked with the number and name of the suit and the name of the party or pleader filing the documents.

**464.** To enable the parties who have filed documents in Court to withdraw the same before destruction, a final notice shall be published in Form No. (P) 57, on the District Judge's notice board in January and July of each year stating that all documents filed in the suits (to be therein enumerated) will unless previously reclaimed be destroyed after one month from the date of the notice. Such notice shall contain the name of the Court, the number of the suit in which the document

was filed, and the names of the parties and pleaders. If the document was originally filed in any outlying Court, the notice should be sent for publication in that Court's office as well as at the District Judge's office.

**NOTE.**—This notice should, if possible, also be served upon the pleaders and parties concerned at their last known address.

**465.** On the expiration of one month from the publication of the aforesaid notice, all unreturned documents will be destroyed without fail and the date of destruction should be noted in the remarks column of the list:

Provided that documents produced in Courts by Government officials or sent for from Courts or offices under Or. 13, r. 10, shall not be destroyed, but shall, if not previously returned, be transmitted to Courts or offices from which they came.

**466.** Destruction of records should be carried out quarterly, and the record-keeper shall in the first month of each quarter cause the B, C, and E files which are due for destruction to be removed from their shelves for the purpose and submit a report of the fact to the Judge-in-charge who, on being satisfied that the work has been properly done, should give order as to the date of destruction. As each record is destroyed, the necessary entries should be made in column 9 of the bound lists. Entries as regards the class of records destroyed during the quarter should also be made simultaneously on the Index Board.

**NOTE.**—Entries in columns 1, 2 and 3 of the Index sheet for racks [Form No. (M) 39] shall be made at the time the records are shelved in the racks. The entry in column 4 should be made as the records are destroyed.

**467.** Useless records may be sold untorn, but confidential records or private documents, such as exhibits, not taken back or returned, should be destroyed by burning in the presence of the record-keeper.



## CHAPTER 21

### RECORDS OF COURTS OF SMALL CAUSES.

**468.** In Small Cause Court cases no order-sheet need ordinarily be attached, the orders being recorded on the back of the plaint. When, however, the defendant appears and a case becomes contested, an order-sheet should be attached.

**NOTE.**—When the space on the back of the plaint is exhausted before an undefended case is disposed of, an order-sheet may be attached.

The record shall be prefixed by a table of contents and shall consist of only one file including proceedings in execution taken in a Small Cause Court. Papers connected with any such proceedings will be shown in the table of contents under a separate heading giving the number of the miscellaneous case, execution case, etc.

**NOTE.**—Papers should be arranged in the order in which they are filed, except that written statement (if any) shall be placed after the plaint.

**470.** The Rules in Part III should, as far as they may be applicable, be followed in the case of records of Courts of Small Causes.

**NOTE.**—The rules of the following subjects amongst others should be observed:—

Writing on order-sheet, endorsement and return of rejected documents, marking of exhibits, making a list of documents admitted in evidence, return of documents produced but not tendered in evidence, etc.

**471.** The records of suits decided by Judges of Small Cause Courts when presiding in such Courts shall not be forwarded to the District Record-Room, but shall be retained in the trial Courts until the period of their destruction, as hereinafter specified, shall arrive.

**472.** The records of suits decided by officers vested with the powers of a Small Cause Court Judge, shall in the course of the next succeeding month after disposal be deposited in the District Record Room at headquarters stations and the Munsifs' record room at outlying stations and preserved there until such time as they are destroyed under these rules.

**473.** The records shall be divided into two groups and sent in separate bundles to the record room with separate lists in Form No. (B)32, Volume II, each record being prominently marked A or B in accordance with the following classification:—

*Group A*—Records of cases in which any one is entitled to recover anything.

*Group B*—Records of cases in which no one is entitled to recover anything, *e.g.*, cases dismissed for default or on satisfaction, in which the decretal amount has been paid or otherwise adjusted before the arrival of record, etc.

**NOTE 1.**—The record-keeper or the clerk in charge of the file (in outlying stations), as the case may be, shall note in the lists the date of removal and return whenever a record is taken back by the trial Court or any other Court in connection with execution and other proceedings or is called for under Or. 13, r. 10, C. P. Code. The lists shall be preserved for the same period as the records to which they relate. When records are deposited in the District Record Room, clerks placed in charge of the Small Cause Court files of the several Courts at *Sadar* will be able to obtain them on presentation of a requisition signed by the Sheristadar of the Court for the purposes of execution or other proceedings and will be entirely responsible for their custody or for them during the progress of such proceedings.

**NOTE 2.**—In the case of Small Cause Court records, the duty of repunching court-fee stamps imposed upon the District Record-keeper by rule 424(3), and the duties imposed by rules 424(4), 425 and 426, and the duty of destroying records in accordance with the prescribed rules shall be performed in the manner laid down in the said rules by the officer placed in charge of Small Cause Court records. The order placing an officer in charge of such records shall be in writing.

**474.** (1) The record-keeper or the clerk in charge of the records (in outlying Courts), as the case may be, shall arrange them chronologically, Court by Court, in groups and place them on the shelves in monthly bundles. The records in the District Record Rooms should be kept apart from the other records.

(2) The records will be kept in the bundles in order of their dates of disposal.

(3) The names of the groups will be prominently shown on the shelves and the space allotted to Group A should be sufficient for the accommodation of records for three years and that to Group B for one year.

(4) Besides Groups A and B there will be following two subsidiary groups formed out of records transferred from Group A by reason of steps taken in execution or of subsequent satisfaction:—

*Group A-1*—Records of cases in which execution has been applied for within three years either to enforce the decree or any unpaid instalment.

*Group B-1*—Records of cases in which the decree has been fully satisfied.

The records of these two groups will be made up into separate monthly bundles. A-1 bundles will be kept on the shelves with A bundles and B-1 bundles with B bundles of the corresponding month.

(5) The transfer of a record from A to A-1 or B-1 Group or from one bundle in A-1 Group to another bundle will be effected as occasion arises, regard being had to the provisions in clause (4) of this rule. When an execution is applied for there will be no difficulty in finding out the proper record from Group A or Group A-1 as the case may be.

(6) A conspicuous note should be made of the date of disposal and of the results of the suit and of every subsequent proceeding which has the effect of postponing the date of destruction of the record, on the outer sheet of each record.

**475.** Records of Groups A and A-1 left over after transfer in pursuance of the above rules by reason of execution or other proceedings shall be destroyed at the end of three years, and those belonging to Groups B and B-1 at the end of one year from their dates of disposal. After 12 years from the date of decree all records shall be destroyed whether there has been a satisfaction or not.

**NOTE 1.**—For the purposes of this rule, time should be counted from the date of the last instalment allowed by the Court.

**NOTE 2.**—If the decree be executed as a money execution case, a note must be made in the original record; and the record placed in the A bundle of the month in which final orders in the application for execution are passed.

**476.** Destruction shall be carried out monthly. The record-keeper shall during the first week of every month remove the bundles due for destruction and note the number of the cases in a bound book to be kept for the purpose. He shall also take the orders thereon of the Judge-in-charge or the presiding Judge of the Court, as the case may be, and then destroy the records making a note in the lists where necessary.

**NOTE 1.**—Lists destroyed shall also be entered in this book which is to be preserved for six years.

**NOTE 2.**—The provisions of rule 467 *ante* will also apply to the Small Cause Court records.

## CHAPTER 22

### RECONSTRUCTION OF CIVIL COURT RECORDS AND REGISTERS DESTROYED OR DAMAGED BY FIRE.

**477.** When records, registers, etc., are destroyed or damaged by fire, the fact should at once be reported to the High Court and the presiding Judge of the Court concerned should take personal charge immediately of their remnants and proceed with the work of reconstruction of records according to the following instructions.

#### Instructions in the event of civil court records being destroyed by fire etc.

(1) If any registers have been preserved, the Presiding Officer of the Court should take personal charge of them, and should look carefully through them in order to satisfy himself that no alterations or erasures have been made in the column showing manner of disposal. If he detects any such alterations or erasures, he should make careful enquiry about them. Every entry referring to the manner of disposal of cases should be attested by the Presiding Officer's signature in full and every *bona fide* alteration should be similarly attested. The Presiding Officer, if subordinate to the District Judge, should also open a small supplementary register showing fully the manner in which each case has been decided; and this register should be sent to the District Judge for safe custody.

(2) The following instructions are merely suggestions as to the proper course to be adopted in the circumstances indicated. For the purposes in view, pleaders are in the same position as ordinary witnesses in regard to whose examination the Presiding Officer must exercise his judicial discretion.

#### A.—Disposed of suits.

(3) If in any of these suits, decrees have either not been drawn, or, if drawn, copies have not been issued, the Presiding Officer should issue a notice calling upon all persons claiming decrees to come forward at once, and pointing out that delay will make it more difficult for them to establish their claims. When these persons appear, they, or their pleaders, should be required to put in applications containing a brief abstract of the case and the final order of the Court, whether decreeing or dismissing the plaintiff's claim in full or in part. The Presiding Officer should then cause a notice to be served upon the pleader of the Opposite-party to show cause why a decree should not be drawn in accordance with the statement contained in the application filed by the claimant of the decree. The pleader of the Opposite-party should be also examined at length, and, if necessary, should be examined on solemn affirmation, in order to ascertain whether the application filed by the claimant contains any false statement. This summary enquiry should disclose the nature of the suit of which the records were destroyed and the final orders of the Court in respect of each. When these have been ascertained, a decree may be drawn accordingly, which should be executed as an ordinary decree. The same procedure should be followed in respect of cases decided *ex parte*, except that the notice to show cause in these cases must be issued upon the Opposite-party.

*B.—Pending suits of which plaints have been destroyed.*

(4) A date should be fixed and notified by which all copies of plaints should be presented and the Presiding Officer should examine the plaintiffs and their pleaders, and any other person whom he may think necessary, for the purpose of satisfying himself on the following points:—

- (a) That a plaint was filed by the plaintiff to the same purport as the copy.
- (b) That the value given in the copy is the same as that given in the plaint originally filed.
- (c) That the plaint was not barred by limitation.
- (d) That the plaint was duly stamped and that process-fees were paid. In cases where the plaint was to be returned for deficit Court-fees, care must be taken to realise the deficiency.
- (e) Whether the principal documents, had been filed with the plaint or not. If they were filed, a list of such documents should be, at once, put in by the plaintiff or his pleader. Where possible, copies of non-registered documents filed with the plaint should be filed with the copy of the plaint, and in examining the plaintiffs and their pleaders, the Presiding Officer should try to satisfy himself with regard to the corrections and *bona fides* of these copies.

Upon satisfying himself on the above particulars, the Presiding Officer may admit the copy of the plaint, (which, however, should be first verified in the manner required by law and certified to be correct by the plaintiffs and their pleaders) and enface it with a certificate that the original plaint, duly stamped, was destroyed by fire, etc. Care should be taken that the opportunity is not taken to increase the value of these suits. The Presiding Officer might also refer to the registers kept by the stamp-vendors in his enquiries and he should get in all the copies of plaints before he issues processes in any case.

(5) The above instructions apply more especially to those cases in which the registers, as well as the records, have been destroyed. But in all cases, the certificate mentioned above should, after due enquiry, be enfacd on the copy of the plaint. If the registers have not been destroyed, the pleaders for the plaintiffs may be permitted to take notes from them free of charge, in the presence of the Presiding Officer.

*C—Affidavits.*

(6) Affidavits should be sworn again without renewal of fee, upon the Presiding Officer being satisfied by evidence that the parties making the claim were the parties who made the affidavits destroyed. The Presiding Officer should enface them with a certificate as above.

*D.—Execution cases disposed of.*

(7) When future applications for execution in such cases are made care should be taken to call for the record of the last proceeding from the District Record Room.

*E.—Execution cases that were pending or may be subsequently filed.*

(8) When a certified copy of the decree is in existence, the only question is how far the decree was satisfied, and this must be determined on such evidence as may be available. The Presiding Officer must exercise his own discretion in each case: it is impossible to lay down any general rule. Where no authenticated copy of the decree is in existence, the Presiding Officer will have to determine, in the first place, what the decree was, according to the instructions "*A.—Disposed of suits.*" In cases where the period of limitation has expired on the date of renewing applications for execution, an enquiry should be held for the purpose of satisfying the Presiding Officer that the application was originally made and within the period of limitation.

*F.—Miscellaneous cases.*

(9) The above instructions should be followed, as far as practicable, in dealing with Miscellaneous cases.

*G.—Suits and cases pending in appeal.*

(10) In appeals in which a copy of the decree and judgment is produced, but there is no record to refer to, the best evidence obtainable as to the contents of the record must be taken, and the pleaders should also be encouraged to agree to a statement of their pleas and facts in one document. When parties wishing to appeal, are unable to procure copies of decrees and judgments the appellate Court should, as directed in instructions "*A.—Disposed of suits.*", endeavour to ascertain what the decree really was; and, if satisfied as to this, should then admit the appeal. A notice should be issued recommending all parties to proceed at once with their cases, as delay may increase the difficulty of ascertaining what the decrees were; but no absolute limit of time can be prescribed.

*H.—Sales in execution held and earnest money paid.*

(11) If the purchaser can produce the sale notification issued in the mufassil, or in the Collector's office, there can be no difficulty; unless it is alleged that claims by third parties to part of the property had been allowed. On such allegation the matter must be enquired into.

(12) If no specification of the property can be produced, the purchaser must give notice to the decree-holder and debtor that he is about to claim either a certificate of sale, or a refund of the earnest money. If the parties cannot agree as to the property which formed the subject of sale, the Court must decide on such evidence as may be produced, and in the event of its being unable to determine what was sold, the sale cannot be confirmed, and, therefore, the purchase money must be refunded.

## CHAPTER 23

### CLASSIFICATION, PRESERVATION AND DESTRUCTION OF CORRESPONDENCE IN DISTRICT JUDGE'S ENGLISH OFFICE.

**478.** There shall be separate almirahs marked "Current," "Recent" and "Old" to contain correspondence of the current year, the preceeding one, two or three years and of the last twelve years. In the almirahs a convenient number of compartments should be assigned to papers of different departments according to requirement.

**479.** The following classification of papers should be made:—

A	...	...	To be preserved for ever.
B	...	..	To be preserved for 12 years.
C	...	...	To be preserved for 3 years.
D	...	..	To be preserved for 1 year.

All letters and papers should be distinguished as A. B. C. D and marked prominently by the use of A, B, C, D stamps. This should be done at the earliest opportunity.

**480.** At the end of every year, all correspondence and collections of papers should be gone through and carefully examined, in order to prevent the destruction of papers that may be needed for future reference. Of the correspondence which has become 12 years old, that of the A Class should be sent to the record room (*vide* rule 483), the rest being destroyed. "Recent" correspondence three years old (marked A or B) should be transferred to the "Old" correspondence, that marked C being destroyed and "Current" correspondence should be transferred to the "Recent" correspondence, that marked D being destroyed. Destruction must be by fire.

**481.** The following table shows the classification of English correspondence and other English records prescribed in rule 479.

#### Class A.

*Papers to be stamped with the letter A, and to be retained for ever.*

Correspondence of importance regarding:—

Creation, location, abolition of Courts over and jurisdiction of Courts (civil and crim	..	Minutes of inspection of High Court Judges.
Buildings—construction, repair, acquisition	..	General and Special Letters of the High Court.
Escheat—Intestate property	..	All circulars from Government, Accountant General, etc.
Legal Practitioners, Government Pleader and Public Prosecutor—Enquiries.	..	Correspondence on other subjects of impor- tance to be included at District Judge's discretion.
Ministerial officers and Process-serving peons—Appointment, charge, character and work.	..	All old correspondence bound up in books.
Pensions	..	All printed reports and books including regulations and laws.
Wills and Endowments	..	List of papers destroyed

**Class B.**

*Papers to be stamped with the letter B, and to be kept for 12 years.*

Correspondence regarding :—

Any of the subjects mentioned under Class A, which is of comparatively small importance and which it is obviously unnecessary to keep beyond twelve years.

Securities of officers except those of ministerial officers who are dead and no longer in service, in which case they become C papers, the period of retention being calculated from the date of termination of service.

Ministerial officers and process-serving peons—Promotion, increment, dismissal, retirement, extension of services, departmental enquiries, transfer, leave.

Matters of account.

Budgets.

Embezzlements.

Stationery, furniture.

Indents.

Audit reports.

District Judge's Inspection Reports, Consolidated quarterly statements, Calcutta Gazette, Government Price Lists.

Other correspondence of a miscellaneous nature to be included at the District Judge's discretion.

**Class C.**

*Papers to be stamped with the letter C, and to be destroyed after three years.*

Legal Practitioners—Probationary pleaders, cancelled licenses, commissions, Survey Examination, Mukhtarship Examination.

Opinions on Acts, Bills, etc.

All monthly, quarterly, half-yearly and annual returns from subordinate Courts.

Inspection reports not otherwise provided for.

Circular orders of the High Court.

Indents for forms, stationery, books, furniture.

Accountant-General, Bengal's objection statements and explanations thereon.

Charge letter of judicial officers.

Orders about contracts and contingency grants.

All other miscellaneous matters that do not come under the above classifications.

**Class D.**

*Papers to be stamped with the letter D, and to be destroyed after one year.*

All reminders, memoranda and similar unimportant small letters in Classes A, B and C.

Mere formal correspondence, acknowledgment of letters, publications and other trivial correspondence.

Other correspondence of a miscellaneous nature to be included at the District Judge's discretion.

Applications from ministerial officers.

Civil list.

482. Although according to the lists, papers in Class A are to be kept "for ever," an expression used because it is unsafe to fix any period within which they may be unobjectionably destroyed, it is necessary, in order to prevent the excessive accumulation of papers, to make arrangement for periodically relieving the record room of old papers which are really of no permanent importance or administrative interest. Such a revision should accordingly be made every five years and a report made to the District Judge upon whose authority the superfluous records will then after personal inspection be destroyed.



**483.** At the close of each year, the A Class correspondence (i.e., correspondence to be preserved for quinquennial revision) which has passed out of the category of old correspondence will be transferred to the record room with a flat index board attached in the following form:—

**NAME OF OFFICE.**

FILES Nos. 1 TO .

A files to be examined every five years.

First examination to be made in 19 .

Date of examination made.	Serial number of files destroyed.	File removed.		
		No.	Where gone.	Date and initial of Mohurris.

The issue and the receipt register and the Index register should also be transferred along with the correspondence.

**484.** (1) Before transfer, the office should see that all the serial numbers are on the file and in proper order and that the fly sheet is properly filled up, and that all B papers have been destroyed.

(2) It is duty of the record-keeper to satisfy himself that all "B" papers have been destroyed, that each file has a fly leaf properly filled up and that the papers are arranged in due serial order.

**485.** The record-keeper will then re-tie the bundles keeping the files in numerical order and making the bundles of sufficient depth to fill up the shelf on which they are to be kept altering the number on the index board to agree with files in the bundle. This should be done by writing the new number in bold black ink figures on a slip of White paper and gumming the slip over the old figures. He will hang up a board denoting the year on the shelf on which the bundles of files relating to that year are placed.

**486.** If a document or file is taken out of the bundle for any purpose, a receipt must be obtained for it and put in its proper place on the file to which it belongs or in the bundle of files in proper numerical order.

**487.** A note giving the file number, the name of the officer to whom it has been sent, and the date of sending, should also be made, on the front board in the case of the file being removed. When a file so taken out is returned to the record-keeper, it is to be at once replaced in its proper place in its bundle and the entry in the front board crossed out in ink. If the space on the front board becomes filled up, a piece of white foolscap paper should be pasted over it, and the process above described should be repeated.

**488.** Copies of the *Calcutta Gazette* supplied to District Judges should be bound in yearly volumes, which should be preserved in the record room for 12 years, and sold at the expiry of that period.

**489.** Confidential papers should be classified as follows:—

- (a) Papers (mostly printed) which are confidential in a minor or more or less formal sense, such as confidential circulars issued by various departments of Government, etc.
- (b) Character statements of subordinate officers.
- (c) Papers which are confidential only during the pendency of discussion and not after a decision has been arrived at.
- (d) Papers which are strictly confidential and the demi-official correspondence of heads of the offices with one another.

**490.** Papers falling under heads (a) and (b) of rule 489 should be kept in the office in a box or almirah fitted with a Chubb's lock, the key of which should remain with the confidential clerk when there is one, or the judicial officer, if any, in charge of the English Office, unless for any reason the head of the office thinks it necessary to keep the key himself. They should be entered in a special register, in which should be entered the date of receipt, the number and date of the letter, the subject to which it relates, and the nature of the action taken. When a case is taken out of, or returned to, the almirah or box, a note to that effect should be made in the register. The register should also be under lock and key. When the officer-in-charge of these papers goes on leave or is transferred he should hand over the key to his successor after verifying the contents of the box or almirah in his presence.

**490.** Papers falling under heads (a) and (b) of rule 489 should be kept in a locked box or drawer in the personal custody of the District am over

#### No. 59.

161—

*Renumber the rule immediately preceding Rule 492 as 491 and re and substitute "(c) and (d)" for "(a) and (b)" in line 1 of the rule so destroyed, numbered.* ould be  
ould be

[No. 59, dated the 27th November, 1963. File No. 4R--34 of 59.]

**493.** The rules in this chapter shall, as far as they may be applicable, be followed in the case of correspondence etc., in the offices of other Judicial Officers.

## **PART IV—Information, Copies and Copying Department**

### **CHAPTER 24**

#### **INFORMATION.**

**494.** Any person may apply for information from the records and registers of any Court.

All applications for information shall be made in the prescribed form No. (M) 55 to the Judge in charge of the District Record Room or some other officer designated by him for the purpose and in the case of records and registers in the office of the different Courts, to the presiding Judges of those Courts, during the first two hours of the Court's daily sitting.

**NOTE.**—Form No. (M) 55.—Applications for information shall be destroyed after 3 months.

**495.** (1) The officer receiving applications shall number them consecutively and enter them, the urgent applications in red ink in the prescribed register [Form No. (R) 24] and the date of receipt shall be noted, or stamped thereon. If the information can be furnished at once, he will note the same on the upper portion of the form in the remark column and make that part over to the applicant, taking the latter's dated receipt in the lower portion which will be retained and recorded in the office.

(2) If the information cannot be furnished at once, he will enter in the fourth column of the Form No. (M) 55 as also in the lower receipt portion the date and, if possible, the hour, by which the information will be furnished. The lower receipt portion will then be torn off and made over to the applicant with a direction to present it on the day and at the hour noted. The upper portion will be immediately passed on to the ministerial officer in immediate charge of the record concerned who shall enter in the remark column the information required and return it to the receiving officer before the time prescribed. The upper portion bearing the information will be made over to the applicant on his reappearance and production of the lower portion which will be retained and recorded in the office after taking his dated receipt on it, as also in the Register of applications for information [Form No. (R) 24].

**NOTE 1.**—The Judge in charge or the presiding officer, as the case may be, will fix the hours within which applicants should reappear for taking delivery of the paper containing the information.

**NOTE 2.**—Each clerk through whose hands an application for information passes shall put his initials and the date and hour of receipt and passing-on by him on the back of the application in the manner indicated in rule 526.

**497.** Information should ordinarily be supplied by forenoon of the next open day after the presentation of the application. Urgent applications should ordinarily be complied with on the day on which they are presented.

**NOTE.**—The Judge in charge or the presiding Judge should see that whenever possible, information capable of being supplied from current records or registers, or records, registers, etc., which can be easily located, is supplied to applicants by 3 p.m. on the day the applications are filed.

**498.** Information requiring anything but short answers shall not be given. If any extract from the record or the substance of any order, etc., or document is desired, the proper course is to apply for a copy.

**499.** Only one application need be made for information required in respect of any number of items taken from the same record or register or in connection with a single cause or matter. When information relating to different matters or causes is wanted, as many applications are necessary, as the matters or causes to which they relate.

**NOTE 1.**—For the meaning of “same register” see explanation to Note 1, rule 514(1)(a), *post*.

**NOTE 2.**—This rule applies equally to applications for copies.

**500.** Defective applications and applications of which the information asked for cannot for any reason be given shall be rejected provided that no application shall be rejected on the ground that the description as given in it is accurate in some respects, if there are means for finding out the right record or register.

**NOTE.**—This rule applies equally to applications for copies.

**501.** Surreptitious or gratuitous supply of information by any ministerial officer is strictly prohibited and considered as a serious offence. No information which has to be applied for under these rules should be supplied unless an application is made in the prescribed form with the usual searching fee and any ministerial officer violating the rule is liable to be severely dealt with. If it is proved to the satisfaction of the Judge in charge or the presiding Judge of the Court concerned that such practices are going on whether responsibility can be fixed on any particular person or not, the head ministerial officer of the department concerned (Sheristadar, record-keeper, nazir, etc.), should be warned that failure to check such abuses will be reckoned as an indication of inefficiency on his part and he is liable to be degraded or otherwise punished.

**NOTE 1.**—The Sheristadar or the record-keeper should see that outsiders do not on any account come into the room where the clerks sit or hold conversation with them.

**NOTE 2.**—The Judge in charge or the presiding Judge, as the case may be, should as frequently as possible inspect the Register of applications for information and initial it with a view to see whether information is being promptly supplied and whether information which is to be applied for on payment of searching fee is being surreptitiously supplied. It is recommended that the Judge should have the information sheets distributed in his presence as often as time permits.

## CHAPTER 25

### COPIES

#### I. Presentation of Application—Who may obtain copies.

**502.** All applications for copies of papers or documents shall be in Form No. (M) 54, Volume II, signed, in each case, by the party requiring the copy or by his pleader or authorised agent and presented to the Judge in charge of the copying department or some other officer designated by him for the purpose during the first two hours of the court's daily sitting, except applications on which expedition fees have been paid, which may be presented at any hour during the court's sitting.

**503.** A plaintiff, or a defendant who has appeared in the suit, is entitled, at any stage of the suit, *before or after decree*, to obtain copies of the record of the suit, including exhibits which have been put in and finally accepted by the court as evidence.

NOTE 1.—A party who has been ordered to file a written statement is not entitled to inspect or take a copy of a written statement filed by another party until he has filed his own.

NOTE 2.—This rule does not prohibit the grant to parties at any stage of uncertified copies of documents produced along with the plaint or under Or. 13, C. P. Code, in cases where they do not wish to take copies themselves under the provisions of Or. 11, r. 15.

NOTE 3.—“Suit” in this rule, and in rules 504, 505 and 506 includes execution and miscellaneous cases.

**504.** A stranger to the suit may, *after decree*, obtain, as of course, copies of the plaint, written statements, affidavits, and petitions filed in the suit: and may, for sufficient reason shown to the satisfaction of the court, obtain copies of any such document *before decree*.

**505.** A stranger to the suit may also obtain, as of course, copies of judgments, decrees, or orders at any time after they have been passed or made.

**506.** A stranger to the suit has no right to obtain copies of private documents except with the consent of the person by whom they were produced, or his successor in interest. He may obtain copies of other documents, in which he has an interest, including depositions for *bona fide* use in the courts, and case-maps, at any time after they have been proved or completed.

**507.** Copies of printed or lithographed maps and plans will not ordinarily be supplied by the copying department. Application should be made to the office where the original maps are deposited.

**508.** Whenever applications are made for copies of letters from, or resolutions passed by, the High Court, the applicants should be referred to the High Court. Copies of such documents may not be granted by local authorities.

**509.** Every application for copy shall state whether or not the person applying is a party to the case from the record of which the copy is wanted. If such person is not a party or his pleader, the application shall state the object for which the copy is required.

**510.** Where, in the case of an application, doubts arises as to whether the document of which a copy is applied for is one of which a copy can or ought to be granted, and in all cases where the applicant is not a party to the suit or proceeding, the head comparing clerk shall lay the application before the presiding Judge of the court concerned or the Judge in charge as the case may be, for his orders.

**511.** For copies of more than one document on the same record, one application will be sufficient.

**NOTE 1.**—See Note 2 to rule 499 *ante*.

**NOTE 2.**—For the purpose of this rule records called for in connection with an original case or appeal will be treated as part of the record of such case or appeal.

**512.** Subject to the rules above, copies shall not ordinarily be granted of documents which are themselves copies. A copy of a copy is to be granted only when good grounds are shown for not taking it from the original, i.e., for not applying to the office where the original is kept. When copies of copies are granted, it shall be expressly indicated on the copy that it has been copied from a copy and not the original.

**513.** No copy shall ordinarily be given of any part of a document other than a public document. But a person desiring to have copy of a part of a document not being a public document, shall state full reasons thereof in his application and the court may, when the document consists of several distinct or independent parts or for any other sufficient reason permit the granting of a copy of such part.

## 2. Searching-fees and charges for copies.

**514.** The following charges shall be levied for inspection, information and copies:—

Nature of the fee or charge.	Cases in which to be paid.	Amount.	How to be paid.
		Rs. a. p.	
(1) Searching fee	(a) On all applications:—  (i) For information whether the record is deposited in the District Record Room or not.	0 4 0	By a court-fee stamp to be affixed on the application.
	<b>NOTE 1.</b> —This shall be the only fee required on such application. One searching fee only shall be charged for any number of items of information taken from the same record or register and included in the same application.		



Nature of the fee or charge.	Cases in which to be paid.	Amount.	How to be paid.
(1) Searching fee — <i>contd.</i>	<p><b>Note 1 (a).</b>—No searching fee shall be charged in respect of applications for copies of papers in the records of cases filed within the time specified in rule 395 for transmission of records to the District Record Room. In the case of records of Small Cause Court cases decided by outlying Munsifs, the period of exemption will be the time specified in Rule 472 for the transmission of records of such cases to the Munsifi's Record Room at that outlying station.</p> <p>(b) No searching fee shall be charged in respect of copies of papers in the record of the trial court when such record is with the appeal pending against the decision in the original case.</p> <p>(c) No searching fee shall be charged in respect of an application for a copy of any document from the records of a disposed of case and marked as an exhibit in a pending case.</p> <p>(d) No searching fee shall be charged in respect of applications for copies of papers from the records of Execution cases called for from the District Record Room for disposal of applications for delivery of possession under Or. 21, Rule 95 or 96, Civil Procedure Code.</p> <p>(e) No searching fee shall be charged in respect of applications for copies of papers in the records of cases preserved in the Court office in accordance with rule 400 <i>ante</i>.</p> <p><b>Note 2.</b>—One searching fee only shall be charged for any number of copies taken from the same record or register and included in the same application. [For the meaning of "same register", see Note 1 to clause (a), p. 166.]</p>	Rs. a. p.	



Nature of the fee or charge.	Cases in which to be paid.	Amount.	How to be paid.
(1) Searching fee— <i>conold.</i>	<p><b>Note 3.</b>—Only one application with a single court-fee stamp under Art. 1 (a), Sch. II of the Court-fees Act, 1870, is necessary when a copy is applied for of any number of documents on the same record; but when copies are required of documents in more than one record, there must be separate application with a separate stamp for each (H. C. Proceedings June, 1881, Nos. 87, 88 and July 1882, Nos. 86, 87.)</p> <p><b>Note 4.</b>—Records called for in connection with original case or appeal will be treated as part of the record of such case or appeal.</p> <p><b>Note 5.</b>—Applications for copies and information will ordinarily be rejected unless the applicants furnish details from which the documents to be copied or papers containing the information can be readily located. If applications are granted without such details being furnished, the Judge in charge or the Presiding Judge, as the case may be, may assess the searching fees at his discretion, regard being had to the time likely to be involved in the search.</p>	Rs. a. p.	
	(v) For sending for a record or document from the High Court, Appellate Side.	1 0 0 in addition to the free prescribed under Art. 1 (a) Sch. II, Court-fees Act.	By means of a court-fee stamp to be sent unpunched to the High Court with the requisition.
	(vi) For sending for documents and the like involving a search in the Collectorate or other revenue offices.	0 4 0	By means of a court-fee stamp to be remitted unpunched by the civil court to the Collector.
	(b) For information in order to remedy defects that may be found in an application where the supply of such information without a separate application for it has been authorised by the High Court ( <i>vide</i> rule 148.)	0 4 0	By a court-fee stamp to be fixed on the application.

Nature of the fee or charge.	Cases in which to be paid.	Amount.	How to be paid.
(2) Copying charges.	(a) Manuscript copies whether certified or uncertified.	<p style="text-align: center;">Ra.   a.   p.</p> <p style="text-align: center;">0   4   0</p> <p>per folio consisting as nearly as possible of 150 words English, or 200 words vernacular, four figures counting as word.</p>	<p>By means of an impressed stamp of 4 annas on each sheet of paper corresponding with the folio to be provided by the applicant for a copy. Each sheet shall contain a folio, that is as nearly as possible 150 words English or 200 words vernacular.</p> <p><i>Note.</i>—As there are 25 lines in each sheet each line shall contain as nearly as possible 6 words English, or 8 words vernacular.</p>
	(b) Typed copies (in English or vernacular), whether certified or uncertified containing :—		
	<p>(i) 150 words or less ..</p> <p>(ii) Exceeding 150 words but not exceeding 300 words.</p>	<p style="text-align: center;">0   4   0</p> <p style="text-align: center;">•</p> <p style="text-align: center;">0   8   0</p>	<p>By means of an impressed stamped paper of 4 annas.</p> <p>By means of the same impressed stamp paper of 4 annas, with an adhesive stamp of 4 annas affixed thereto across the perforated line on the top of the sheet of the impressed stamped paper, so that the figure—head may be above the perforated line and that the portion below may clearly show the value.</p>

Nature of the fee or charge.	Cases in which to be paid.	Amount.	How to be paid.
(2) Copying (charges, —conold.	(iii) Exceeding 300 words	Rs. a. p. ..	<p>By means of an additional impressed stamp paper or papers of 4 annas with an adhesive stamp of 4 annas, affixed there to, if necessary, according to the number of words to be typed.</p> <p><b>Note 1.</b>—The adhesive stamp will be supplied loose by the parties and affixed in the copying department according to necessity.</p> <p><b>Note 2.</b>—Imposed stamp sheets should never be received and cancelled in lieu of adhesive stamps.</p> <p><b>Note 3.</b>—In the case of certified copies, the court fee chargeable under the Court-fees Act, 1870 should be levied by affixing the necessary stamp to the first folio of the copy.</p>
	(c) Expedition fee for urgent application for copy.	1 0 0 extra (or, if the copies exceed four folios, of 4 annas for each folio).	By means of court-fee stamp to be affixed to the application.
	(d) Expedition fee for urgent application for conversion of an uncertified copy into a certified copy.	0 8 0 extra (or, if copies exceed four folios, at the rate of 2 annas for each folio).	By means of court-fee stamp to be affixed to the application.

**515.** (1) In the case of documents, such as *jamabandis*, measurement papers, order-sheets, accounts, registers and others which are not written continuously like a deposition, or which are not written right across the page, every endeavour should be made to write as many as 150 English words or 200 vernacular words on each folio.

(2) If it is found impossible to do this on each folio without distorting the form of the original document, as many additional sheets of plain cartridge paper as may be necessary (to be provided by the applicant for the copy) should be pasted on below, or at the side of the first sheet.

(3) In consideration of the additional time and trouble involved in copying documents of the nature described above, an additional charge may be levied from the applicants according to the following scale:—In all cases requiring more than three folios, one additional folio may be taken for every four folios, that is to say, one additional folio may be taken in cases requiring four to seven folios, two additional folios in cases requiring eight to eleven folios, three additional folios in cases requiring twelve to fifteen folios, and so on. No additional charge should be levied in cases which require from one to three folios.

**516.** No fees are to be demanded or paid for searching for or copying or typing papers required by public officers for public purposes. In such cases the copies are to be made on plain paper by the salaried establishment.

NOTE 1.—The exemption from fees for searching for or copying of papers required by public officers for public purposes extends also to papers required by public officers in Burma.

NOTE 2.—Local bodies and managers under the Court of Wards are not to be treated as public officers for the purpose of this rule.

**517.** In the case of maps and plans no general rule can be laid down. In each case a reasonable charge shall be fixed by the Judge in charge of the copying department with reference to the skill required, the difficulty or intricacy of the work and the time that it may occupy. Two thirds of the amount will be paid to the mappists and will include the cost of materials; and the remainder will be credited to Government on account of examination fees.

NOTE 1.—Materials include tracing cloth, drawing instruments, paints, pencils, brushes, pins, etc. They are to be supplied by the mappists themselves and no charge for these articles is to be levied from the parties. Ink only is to be supplied from the office.

NOTE 2.—The charges for copying maps and plans should be realised in court-fee stamps, as in the case of ordinary copies of documents, and the procedure followed in remunerating mappists should be identical with that prescribed for the payment of typists and copyists.

**518.** Uncertified copy may be converted into certified copy after comparison with the original, upon the application of any one producing it and upon his filing with such application the necessary court-fee stamps required by law; provided he is not debarred under the rules from getting a certified copy and the document is produced in its original state.

NOTE 1.—An uncertified copy obtained from the copying department at one station may be converted into a certified copy by the copying department at another station; provided the original is at the latter station when the copy is required to be certified.

NOTE 2.—Copies with notes written on them or portions marked or underlined shall not be accepted for conversion into certified copy.

NOTE 3.—If the original has been amended or added to or if any order has been endorsed on it after issue of uncertified copy, the uncertified copy cannot be converted into certified copy.

**519.** Authenticated copies of maps or plans even if they contain words are chargeable with a duty under Art. 24 of Sch. I of the Indian Stamp Act II of 1899, such duty being leviable in addition to and irrespective of the cost of preparation of the maps or plans. The stamp duty payable under the above article for copies of maps or plans certified to be true copies shall be denoted by means of an adhesive court-fee stamp.

**520.** For the cancellation of court-fee stamps on copies, reference should be made to rule 592, and paragraph III of the Circular of the Board of Revenue reproduced as Appendix II to Chapter 27.

**521.** If in a private case, the photographic enlargement of a finger print is entrusted to the Finger Print Bureau of the Criminal Investigation Department, a charge of Rs. 5 for each of the first three enlargements and of Rs. 2 for each additional print shall be realised from the party concerned. The amount so realised shall be credited in full into the treasury by the Court concerned, [*vide* Note 8(a) to Rule 643(A) *post*].

**522.** The following fees shall be charged when a lower Court or a party to any suit or appeal or his pleader or advocate requires a document to be translated by a salaried Translator of the High Court:—

Rs. a. p.

One anna for every 3 words for documents written in a language other than the vernaculars of Bengal and Assam, and for every 5 words for other documents (three figures being counted as one word) subject to a minimum charge of ...	2	0	0
---	---	---	---

If the translation be required within a specified time and the work cannot be done during office hours without detriment to the current work of the High Court, and it has to be done out of office hours, an additional fee calculated at one anna for every 6 words for documents written in a language other than the vernaculars of Bengal and Assam and for every 9 words for other documents shall be charged for payment to the Translator, subject to a minimum charge of ...	1	0	0
---	---	---	---

### 3. Preparation and Issue of Copies.

**523.** Immediately on receipt of the application, the officer who receives it shall examine it and satisfy himself that it is in order and in accordance with the rules. He shall then sign it and pass it on, on the day of receipt, to the head comparing clerk in the copying department.

**524.** On receipt of each application [Form No. (M) 54], the head comparing clerk shall give it a serial (consecutive) number, stamp or note legibly the date of receipt on the top right hand corner and enter it in the "Register of applications for copies" [Form No. (R) 23, Volume II], filling up accurately as many columns as can be filled up then. If it is possible at once to inform the applicant what court-fee stamps and folios will be required, and if stamps and folios have not been filed with the application, the head comparing clerk should note the requisite information on the back of the receipt portion and return it to the applicant. If the requisite stamps and folios have been filed with the application, the document or copy required to be copied shall be at once sent by the office with the application to the copying department. If the information cannot be given at once, the date on which the applicant is required to attend for the estimate should be entered in the counterfoil and also on the top of the application for future reference. The head comparing clerk shall, at the

time of returning the counterfoil to the applicant, inform him that his application will not be considered complete and that the preparation of the copy will not be commenced until he has supplied in full the court-fee stamps and the necessary number of folios.

**NOTE.**—The entries in the different columns of Register No. (R) 23 as required by this and other rules in this Chapter must be made by the head comparing clerk contemporaneously with the various stages through which the application for copy passes before its preparation and delivery.

**525.** (1) After entering the application in the prescribed register the head comparing clerk shall at once, if possible, or during the same day but not later than the following day, ascertain the amount of court-fee stamps payable for the copy applied for and the number of folios required for its preparation.

(2) For this purpose the head comparing clerk shall forward the application by one of the copyists to the officer in whose custody the record is, who will at once not legibly or stamp thereon the name of his department and court, the date of receipt, signing his initials thereunder and enter it in a register to be kept in Form No. (R) 28, Volume II. He will refer to the document or record and with the assistance of the copyist or typist conveying the application carefully estimate so as to obviate the necessity of requiring additional folios to be filed, the number of folios required for each document of which a copy is required. He shall then enter the amount of court-fee stamps and the number of folios required in the space provided for the purpose on the application, sign and date it and return the completed application by the copyist or typist to the head comparing clerk. The document or record shall be kept in readiness for delivery to the copying department as soon as it is sent for for preparing the copy. If the document cannot be traced, the application should be so endorsed and the endorsement signed and dated.

**NOTE 1.**—This rule is not intended to allow copyists or typists the right of entry to record room, and they must in all circumstances be excluded therefrom. If the record from which copies are required is in the record room, the copyist should be shown the record in the Record-keeper's office, and should not be permitted to handle it himself more than is necessary to enable him to assist in making the computation provided for in this rule.

**NOTE 2.**—Where an office peon is provided for the Copying Department, applications for copies may be sent through the office peon to the officer in whose custody the record is. That officer shall have the record in readiness. A copyist shall be sent subsequently to collect the applications who shall assist the officer in making the estimate of stamps and folios.

**526.** Each clerk through whose hands an application for copies passes, shall put his initials and the date and hour of receipt and passing-on by him on the back of the application, in the space provided for the purpose and shall mention in the endorsement the name of the officer to whom he delivers such application. These entries should be made one below the other and must be legibly written. Each clerk receiving an application shall at once comply with the requisitions or pass it on to another who can do so.

**NOTE 1.**—No application for copies shall be returned or rejected on the ground that the description as given in it is inaccurate in some respects, if there are means for finding out the right record. (See also Note to rule 500).

**NOTE 2.**—There should be no unnecessary delay in complying with the requisitions of the copying department.

**527.** Applications for copies should ordinarily be returned on the same day, and never later than the following day to the head comparing clerk with the report required by the rules above.

**527A.** On receipt of the necessary report under rule 525, the head comparing clerk shall at once fill up the appropriate columns of the Register in Form No. (R) 23, Volume II, and estimate the number of impressed stamped sheets and court-fees required and note them in the middle portion of the application, and unless these have already been filed, shall notify the estimate to the applicant when he attends for it. The fact that the estimate has been notified and the date shall be entered in the appropriate place provided for the purpose in the application and the applicant shall be required to sign this entry. If he does not attend for estimate, within 3 days from the date noted in the counterfoil, his application shall be rejected and a note to that effect shall be made in Register No. (R) 23.

**528.** If the requisite stamps and folios are not filed within three days of the notification in the prescribed manner, the application shall be rejected and a note to that effect shall be made in Register No. (R) 23. The person going round the offices to make estimates shall take with him the rejected applications and show them to the record-keeper or other officers concerned who shall sign the applications on the reverse and after restoring the documents or records to the proper places make the appropriate entries in columns 8, 9 and 10 of (R) 28.

**NOTE.**—Whenever an application is rejected after being presented, brief reasons for doing so and the date should be noted in the appropriate column of the Register of applications for copies.

**529.** If an application has been rejected and the copy is still required, a fresh application must be filed and dealt with in the manner prescribed by these rules, as though the original application had not been made.

**530.** When the stamps and folios are filed, a note to that effect and the date shall be entered in the place provided in the application for the purpose and the applicant shall be required to sign this entry. The applicant shall, at the same time, present the counterfoil of his application, which had been returned to him, and a memorandum shall be made thereon stating the date and hour when the copy will be ready. A corresponding note shall be made in the appropriate column of the application form. The applicant shall retain the counterfoil, and it shall be his duty to attend on the date fixed for the purpose of receiving the copy.

**531.** (1) After making the proper entries in columns 9, 12, 13 and 14 of Register No. (R) 23 the head comparing clerk shall take the application or forward it by a copyist to the proper officer having custody of the record or record. Such officer shall immediately hand over the original record or document with the application noting thereon the fact of compliance and date and the head comparing clerk or the copyist receiving it shall sign and date, column 7 in Register No. (R) 28. The head comparing clerk will then at once make the necessary entry in column 11 of Register No. (R) 23.

(2) The person going round the offices to bring the original record or document under this rule shall take with him original documents or records of which copies are ready and return them to the proper officers who will make the necessary entries in columns 8 and 9 of (R) 28.

**NOTE 1.**—Only those papers of the record of which copies are actually required are to be sent to the copying department and in every case a removal slip shall be inserted in their place as laid down in Rule 440.

**NOTE 2.**—The person having custody of the record or document shall send it to copying department immediately on receipt of the requisition and there shall be no unnecessary delay. Cases of delay or negligence shall be brought to the notice of the Judge in charge by the head comparing clerk.

Immediately on receipt of the original papers, the head comparing clerk shall make them over to one of the copyists for the preparation of the copy and enter his name in the appropriate column of (R) 23.

**NOTE.**—The copyists must not start making copies before the requisite folios and stamps are realised in full.

**533.** Every copy of a deposition, judgment, decree, order, report, or other documents shall show in the margin, at the proper places the page numbers of the original within brackets.

**534.** Every copy of a judgment or order shall commence with a heading containing the name of the court and the name and official designation of the presiding Judge.

**535.** The head comparing clerk shall so distribute the work amongst the copyists that no copyist has more than one day's work in his possession at one time.

**536.** Every application for copies of depositions in a case which is being heard shall be laid before the trial Judge for such orders as he in his discretion may make. If such Judge so directs, so much of the deposition shall each day be given to the head comparing clerk as there is a reasonable hope of being copied in the course of the day. The head comparing clerk shall return the portion to the Judge at the close of the day.

**537.** If and when it is ascertained that extra court-fees or extra folios are required for copies, the applicant should be informed of the amount of such court-fees or folios when he attends on the date on which the copy was originally notified to be ready, if it is not possible to inform him earlier. When the extra court-fees or extra folios are filed, the procedure laid down in rule 530 in so far as it is applicable shall be followed. If the extra court-fees or extra folios are not filed within three days from the date on which the copy was originally notified to be ready, the application shall be rejected. When an application is so rejected, the fact should be noted in Register No. (R) 23 and the original documents and records brought for the purpose of preparation of copies shall be returned to the proper officers who will make the necessary entries in the appropriate columns of (R) 28.

**NOTE.**—Every date on which extra folios are called for shall be shown after the copy is prepared in the proper space at the back of the folio.

**538.** When the applicant complies with rule 537, a note should be made on the application in the proper place showing the date and number of extra folios and the date and number and the value of the extra court-fees filed. This note shall be signed both by the applicant and by the comparing clerk who receives them, and columns 12, 13 and 14 of Register No. (R) 23 should at once be filled up.

**539.** A similar procedure should be followed with regard to the number and amount of court-fee stamps for certified copies, column 25 of Register No. (R) 23 being filled up.

**540.** Every copyist or typist shall note the number of words written or typed by him on the back of each sheet, so that the head comparing clerk or the certifying officer who shall frequently check these entries and initial when checked, may be enabled to verify that more folios than are really necessary have not been used and that the stamp affixed in the case of certified copies is correct.

**541.** Every copy must bear the signature of the copyist making it and the date on which the copy was completed. It must also bear the signature of the clerk who examined the copy and the date on which such copy was examined.

**NOTE.**—Each page must be signed at foot by the copyist or typist.



**542.** In ordinary circumstances a copy shall be furnished not later than 12-30 p.m. or 8 a.m., as the case may be, of the fifth open day after the necessary court-fee stamps and folios have been put in.

**543.** When an "Urgent" copy is required, the extra fees prescribed in rule 514(2) (c) shall be levied and column 24 of Register No. (R) 23 filled up.

**NOTE.**—Applications for "Urgent" copies should be entered in red ink.

**544.** Urgent copies should be furnished on the day of the application, if possible, but not later than the following day. Care, however is to be taken that other applicants for copies do not suffer materially by this arrangement. If the granting of other copies is likely to be much delayed, an extra copyist, when available, may be temporarily appointed by the Judge in charge for the number of days actually necessary.

**NOTE 1.**—No application is complete until the necessary stamps and folios have been filed. When these are not filed with the application, the periods referred to in this rule and in rule 542 will be reckoned from the date of their being filed.

**NOTE 2.**—If sufficient stamps and folios to cover the full charge of an urgent copy are not filed with the application, the estimate of the deficit in respect thereof shall at once be personally communicated to the applicant and the fact will be noted on the application and signed with date by the applicant. Where the applicant cannot be found, the procedure laid down in rule 537 will be followed.

**545.** All copies, whether certified or uncertified, must be carefully examined before issue by a salaried officer and should be absolutely free from error. The Judge in charge should, from time to time, examine the copies prepared.

**NOTE.**—The duty of examining copies should, as a rule, be entrusted to the comparing or examining clerks, or if there are none in the office, to the head clerk or seniormost clerk, or sheristadar. The copyists and typists must not be allowed to examine for each other.

**546.** The practice of making erasures by removing (*i.e.*, scratching out or otherwise effacing) words written or typed by mistake is strictly prohibited in regard to all copies. Instead of erasing the incorrect word, the word is simply to be struck through with one line by the pen and the correct word written above the word so struck through.

**547.** In the event of any copy being found to be unfit for issue by reason that it—

- (i) has not been clearly, legibly or neatly written or typed and with proper ink;
- (ii) is not in the prescribed form;
- (iii) is so incorrect that revision has rendered it unfit for issue;
- (iv) does not conform to the rules and orders of the High Court, or
- (v) is otherwise incomplete, defective or open to objection;

the examining or certifying officer shall report the matter to the Judge in charge of the copying department who will cancel the copy and require the copyist or typist to make a fresh copy at his own cost.

**NOTE.**—All copies, whether granted free of cost or on payment, should be written legibly with good ink.

**548.** (1) All certified copies furnished by the court shall be certified to be true copies and shall be sealed with the seal of the court. The

certifying officer shall see that all alterations and interlineations in the copy have been initialled by the comparing clerk and that the number of alterations and interlineations has been stated in the copy.

**NOTE 1.**—Name in full must be written in own handwriting and facsimile stamp must not be used.

**NOTE 2.**—The words "Certified to be a true copy. Authorised under section 76, Act I of 1872" may be impressed by means of a stamp.

**NOTE 3.**—Certified copies cannot be signed "for" the head of a court or office. The officer authorised must certify the copy as true in his own name and with a statement of his official title as required by section 76, Evidence Act, and the Explanation thereto.

(2) All certified copies must be signed, if not by the Judge in charge, then by the officer hereinafter mentioned:—

*At the headquarters of a district.*—By such officer as may be appointed by the Judge in charge with the approval of the District Judge.

*At out-stations.*—By the sheristadar of the Judge in charge.

*In Courts of Small Causes constituted under Act IX of 1887.*—By the head clerk.

**NOTE 1.**—The above certificate shall not be given on a blank sheet. If the last folio has been fully exhausted by the copy, the certificate may be given on its reverse.

**NOTE 2.**—Uncertified copies should only be marked as "examined" and initialled by the Examiner. For the conversion of uncertified into certified copies, see rule 518.

**549.** The officer certifying the copy shall in each case satisfy himself that the folios purporting to have been used in the preparation of the copy correspond with the number actually necessary under the rules and verify the correctness of the stamp affixed. He should also check the entries in the Register of Applications in Form (R) 23 regarding the number of folios filed and used and see that the unused folios (if any) are attached to the copy and that correct details regarding the number of unused folios are entered on the back of the application Form (M) 54.

**550.** When a copy is granted, the following particulars must invariably be recorded on the copy itself, and in the form given below:—

Date of application for the copy.....	.....
Date fixed for notifying the requisite number of folios and stamps .....	.....
Date of delivery of the requisite folios and stamps .....	.....
Date on which the copy was ready for delivery .....	.....
Date of making over the copy to the applicant .....	.....
Cost of copy .....	.....

**NOTE 1.**—Each date on which extra folios are to be notified and each date on which they are delivered shall also be recorded.

**NOTE 2.**—The date on which a copy is ready for delivery is not necessarily the date on which it is certified. If it is certified at such a late hour that it cannot be made over to the applicant on that same day, the following day is to be considered as the date on which it is ready for delivery.

**551.** In the case of a copy of a judgment, decree or order, the dates excepting the date of making over the copy to the applicant, shall also be expressed in words.

**552.** When an uncertified copy is, under rule 518, converted into a certified copy, the costs of such copy and certification shall be recorded in the particulars required by rule 550 above.

**553.** Care will be taken to have the copy ready in each case by the time fixed. The head comparing clerk will be held personally responsible that all originals are returned and a receipt for them obtained on the back of the application in form No. (M) 54 from the record room or court concerned on the day the copy is ready for delivery.

**554.** In districts where it is not possible for the head comparing clerk personally to perform all the duties under this Chapter, which have been allotted to him, they may be performed by another clerk who will work under the immediate supervision of the head comparing clerk, but the latter will be responsible for the proper performance of the duties in question.

**555.** As the copies required under each application are completed, they shall be made over together with all unused folios to the head comparing clerk, who shall attach the copies and all unused folios to the original application and note on the application the stamps and folios used.

**556.** The head comparing clerk will be responsible for all records and documents until they are returned.

**557.** The copies and any unused folios shall be delivered to the applicants between the hours of 2-30 and 4-30 o'clock in the afternoon and 10 and 11 o'clock in the case of morning sittings.

**NOTE.**—Distribution of copies and return of unused folios and stamps should as far as possible, take place in the presence of the Judge in charge, who may for the purpose fix any hour of the day convenient to him.

**558.** On the original applicant's appearing with and handing over the counterfoil, the head comparing clerk will make over to him the copy and unused folios after taking the applicant's signature and date on the reverse of the application; at the same time column 28 of that register must be filled in.

**559.** (1) Should the applicant, in any case, fail to appear to claim either the copy or the unused folios (if any) before the last day of the month succeeding that on which the copy was ready for delivery, or should he fail to put in the extra court-fees or extra folios, where necessary, within the period prescribed in rule 537, such copy and unused folios shall be destroyed in the presence of the Judge in charge. The fact of destruction and the number of unused folios thus destroyed shall be noted in the remarks column of Register No. (R) 23.

(2) In any case in which copy is refused or cannot be granted, the folios and stamps supplied by the applicant should be returned to him when he is so informed. This should be done also where the application is withdrawn and the folios and stamps have not been used. Such stamps would not include searching fee and expedition fee affixed to the application.

**560.** Applications for copies which have been complied with shall be recorded in the copying department and filed in the order of their admission in a separate series for each month. At the close of each quarter they will be examined by the sheristadar, who will bring to notice any irregularity or unpunctuality that may be apparent in the department. The Judge in charge after satisfying himself as to the working of the office by an inspection of the forms recorded, will then direct their destruction.



## CHAPTER 26

### COPYING DEPARTMENT AND COPYISTS AND TYPISTS.

**562.** At stations where there are more courts than one, there shall be but one amalgamated copying department. Of this department such judicial officer as the District Judge may nominate will be in charge, and the clerk appointed to be the chief examiner (otherwise known as head comparing clerk) will be the chief ministerial officer.

**NOTE.**—This rule does not apply to Small Cause Courts. (H. C. Proceedings for November 1884, No. 549.)

**563.** The copying department shall have as many copyists or typists as may be required for the purpose of supplying all applicants with copies ordinarily within the time allowed by rules 542 and 544 *ante*.

**564.** No one but a licensed copyist or licensed typist is to be employed in the preparation of copies. Typists proficient in both English and vernacular typing and providing their own typewriting machines in English or vernacular should be given preference when fresh appointments are made.

**565.** (1) Copies of English documents shall invariably be typewritten and in making new appointments, no one except a typist shall be appointed.

(2) No person shall be employed for copying vernacular documents who is unable to copy both English and vernacular efficiently, legibly and with reasonable despatch and preference shall invariably be given to typists.

(3) Services of copyists and typists whose work is inaccurate or in other respects unsatisfactory on account of old age or other reasons should be dispensed with, and in any case no copyist and typist shall be retained in service after the age of sixty years. [See also, rule 561 (2).]

**566.** The number of licensed copyists must not be greater than will admit, under ordinary circumstances, of each copyist who is not a typist earning an average sum of at least Rs. 60 and of each typist earning an average sum of at least Rs. 90 per month. If the average earnings fall below this standard, steps should be taken to reduce the establishment by making no new appointments until that standard is reached. No new appointment should be made if such appointments would reduce the average earnings below the minimum.

**NOTE.**—No new appointment should be made until the average earnings have reached the standard laid down above without the approval of the High Court being previously obtained (excepting the taking in to cope with sudden increase of work, of temporary hands, who should be discharged immediately the pressure is over). When applying to the High Court for an appointment, details of present earnings and other necessary data should be furnished.

[This rule does not apply to Cooch Behar.]

**567.** Where the court is not provided with salaried typist, every licensed copyist or typist is liable to be called upon to perform such unremunerated work as the presiding officer of the court may require of the department.

**NOTE 1.**—Unremunerated work should not be given to copyists and typists as a rule. If given in emergencies, it should never be more than what will occupy only a short time where there is sufficient remunerated work to keep them engaged.

**NOTE 2.**—Judgments for appellants in jail should not be made over to typists for copy.

**568.** The Registers of application for copies and information shall be placed every day before the Judge in charge, who should sign the last entry after scrutiny.

**569.** The head comparing clerk shall be responsible that the work of copying is distributed as equally and fairly as possible subject to such direction as may be given by the Judge in charge. Work shall be so distributed that no copyist has more than one day's work in his possession at one time. To ensure copies being fully and legibly written or typed, no copyist or typist should be given more work than he is capable of performing efficiently.

**570.** All undistributed work should be kept under lock and key in the possession of the head comparing clerk and arranged in the serial order of the applications relating thereto.

**571.** At the close of each day all original papers and all copies made during the day if not delivered to the parties, as well as all stamp papers not yet used for copies, shall be taken back from the copyists and typists and secured for the night under lock and key in the almirah allotted to the head comparing clerk. Care should be taken to see that nothing remains with the copyists and typists.

**NOTE 1**—The Judge in charge should satisfy himself from time to time that this rule is being strictly followed every day.

**NOTE 2**—Separate space in the compartments of the almirah should be allotted to each copyist and the papers taken back from the copyists should be kept in the spaces assigned to them.

**572.** Surreptitious supply of information or copies by copyists and typists is strictly forbidden and any copyist or typist furnishing such information or copies is liable to be dismissed. The head comparing clerk will be held responsible for any such abuse discovered in the copying department.

**NOTE**—The head comparing clerk should from time to time go round the place where the copyists sit and see that outsiders are not permitted to enter the room.

**573.** No carbon papers shall be allowed to be used in the copying department without the permission of the Judge in charge and such papers found in the possession of typists and copyists will be forfeited. If use of carbon paper be necessary, the head comparing clerk will issue the carbon to the typist and withdraw it after the copies are made.

**574.** If any material error or omission is detected in a copy by the person to whom it has been supplied or by any court before which it is filed for use, it should be promptly brought to the notice of the Judge in charge of the copying department.

**NOTE 1**—Errors in copies brought to the notice of the Judge in charge should be corrected after comparison with the original and initialled.

**NOTE 2**—The Judge in charge should take such disciplinary action as he thinks proper against the examiner and/or the copyist responsible for the copy. The responsibility for incorrect copies is also shared by the officer who certifies the copy to be correct.

**575.** Typewriters should give clear and easily legible impressions. Typists using old typewriters with worn out types which give indistinct impressions with irregular spacing of letters or words should be made to replace them by better machines.

**576.** When any application is made for the copy of a document in a language or character with which no copyist on the court's establishment is acquainted, the Judge in charge shall arrange, if possible, for a copy to be made thereof and compared with the original by such persons acquainted with the aforesaid language or character as are forthcoming and may in his opinion be relied upon for the purpose.

**577.** Half of the charge of 4 annas per folio, levied by means of impressed and adhesive stamps [see rule 514 (2)] represents the payment to Government, on account of the salary of examiners, and cost of materials, and the remaining half will represent the earnings of the licensed copyists or typists whose accounts will be made up monthly, and the amount due to each paid out of contingencies. These payments must be checked at the time with the upper part of each stamp, which, when the copy is ready, must be torn off each sheet, along the perforated line, and then endorsed with the copyist's or typist's name and the serial number of the application, and kept till the end of the month. Care must be taken to see that nothing in excess of half of the amount realised in stamps is paid away.

**NOTE 1.**—Folio heads must not be torn off and billed for before the copies are actually ready for delivery. Folio heads which can be allowed to be detached should be marked with a date-stamp before they are torn off by the copyists and typists.

**NOTE 2.**—The copyist or typist is paid by the folio; he should get his remuneration according to the number of folios copied, whether the copies are subsequently taken out or not.

**NOTE 3.**—The number and value of the folios of copies delivered or ready for delivery up to the last date of the month as per Register of applications for copies should be totalled up at the close of every month and checked against the bills submitted by the copyists and typists, in order to see whether the two agree. Folios supplied during the month in respect of applications for copies which are not ready for delivery by the last date of the month, should be carried over in red ink to the beginning of the next month's page of the register, or the serial numbers of such items should be marked in red ink with a note in the remarks column in the same ink showing the unused folios and the month in which they are to be billed when copies are ready.

**NOTE 4.**—The different columns for folios and stamps in the register should be carefully filled in at the proper stages indicated in the rules and a cross mark put into the columns remaining blank, all corrections being attested with dated initials. All the columns showing folios and stamps supplied, used and returned unused should be totalled up each month and it should be seen that the total number of folios supplied agree with those used and unused.

**NOTE 5.**—Expedition fees [rule 514(2)(c)] are for credit to Government and no part of them is payable to the copyists or typists. Expedition fees should be entered in column 3 of Annual Statement I, Part III, Form (S) 10, Volume II.

**578.** To prevent the risk of stamp slips being used more than once, the officer passing a copyist's or typist's account will, after checking it as directed, have the slips torn to pieces and cause them to be burnt in his presence. A certificate that this has been done must be attached to the bill on which the copyist's or typist's fees are drawn.

**579.** To protect the interests of Government, care must be taken to see that all copies issued from the court are prepared on the prescribed stamp paper; they must be written or typed on one side of the sheet only, and must not contain more than the authorised number of words. On the other hand, care must be taken to see that applicants are not imposed upon by the copyists or typists spreading their writing or typing over a larger number of sheets than is necessary. By insisting on the number of the lines in each sheet, or space being uniform, control may easily be exercised in this matter, the number of words in a few of the lines in each folio being frequently checked by the head comparing clerk or the officer certifying the copy. The Judge in charge should also from time to time check at random and see that each sheet does not contain more or less than the authorised number of words.

**NOTE.**—It is the duty of each copyist to copy as nearly as possible 150 English words or 200 vernacular words (i.e., one folio), and of each typist to type 300 English or vernacular words (i.e., two folios of 150 words each) on each stamped sheet. Copyists and typists violating this rule is liable to be called upon to compensate the applicant for the loss sustained by him, and if their fault is systematic, to dismissal.

## CHAPTER 27

### 1. Process Fees.

**580.** The fees in the following schedule framed by the High Court under sec. 20 of the Court-fees Act, 1870, shall be charged for serving and executing processes issued by all Civil and Revenue Courts in West Bengal within the High Court's Appellate Jurisdiction:—

[illegible]



1 Nature of process.	Amount leviable in—								
	(1) In Courts of District Judges. (2) In Courts of Subordinate Judges. (3) In Courts of Munsifs and Revenue Courts, where the suit in which process is issued is valued at Ra. 1,000 and over.			In Courts of Munsifs and of Small Causes and in Revenue Courts where the suit in which process is issued is valued at Ra. 50 and over but less than Ra. 1,000.			In Courts of Munsifs and of Small Causes and in Revenue Courts where the suit is less than Ra. 50 in value.		
	2			3			4		
	Ra.	a.	p.	Ra.	a.	p.	Ra.	a.	p.
<b>Note 4.</b> —A single process-fee may be accepted in analogous cases for service on those defendants/respondants, who are indetical and can be served simultaneously.									
<i>Article 2.</i>									
In every case falling within columns 2 and 3 in which personal or substituted service of any process on any persons who are not parties is required, when the number of such persons is not more than four, <i>one fee</i> .	2	0	0	1	0	0	..		
When there are more than four such persons, then the fees abovementioned for the first four, and an additional fee as mentioned in the table for every one in excess of that number.	0	8	0	0	4	0	..		
In every case falling within column 4 in which personal or substituted service of any process on any persons who are not parties is required, for each person to be served.	..			..			0	4	0
<b>Note.</b> —No process-fee is chargeable for summonses on witnesses made over for service to the party applying therefor under Or. 16, r. 7A,—(i), C. P. Code (G. L. No. 7 of 1929).									
<i>Article 3.</i>									
When process of attachment of property by actual seizure is issued—									
(a) for the seizure under the order of attachment	2	0	0	1	0	0	0	8	0
(b) for each man necessary to ensure safe custody of property so attached, when such man is actually in possession, <i>per diem</i> (See, Note 1.).	0	8	0	0	8	0	0	8	0
<i>Article 4.</i>									
For the proclamation and publication of any order or prohibition under Order 21, r. 54, C. P. Code, irrespective of the number of such proclamations or publications.	2	0	0	1	0	0	1	0	0
<i>Article 5.</i>									
For the publication by posting up of a copy or copies of the notification of any proceeding or process, not specially mentioned in any article of this table, irrespective of the number of such publications.	2	0	0	1	0	0	1	0	0

Nature of process.	Amount leviable in—								
	(1) In Courts of District Judges. (2) In Courts of Subordinate Judges. (3) In Courts of Munsifs and Revenue Courts, where the suit in which process is issued is valued at Rs. 1,000 and over.			In Courts of Munsifs and of Small Causes and in Revenue Courts where the suit in which process is issued is valued at Rs. 50 and over but less than Rs. 1,000.			In Courts of Munsifs and of Small Causes and in Revenue Courts where the suit is less than Rs. 50 in value.		
1	2			3			4		
	Rs.	a.	p.	Rs.	a.	p.	Rs.	a.	p.
<i>Article 6.</i>									
For executing a decree by the arrest of the person or for executing a warrant of arrest before judgment.	10	0	0	4	0	0	1	0	0
<i>Article 7.</i>									
When an order for the sale of property is issued :—									
(a) for proclaiming the order of sale under Order 21, r. 66, C. P. Code, a fee of :	2	0	0	1	0	0	1	0	0
(b) for selling the property, a percentage or poundage on the gross amount realised by the sale, up to Rs. 1,000 at the rate of :	2	0	0	2	0	0	2	0	0
	Per cent.			Prer cent.			Per cent.		
together with a further fee on all excess of gross proceeds beyond Rs. 1,000 at the rate of : (See, Note 2).	1	0	0	1	0	0	1	0	0
	Per cent.			Per cent.			Per cent.		
<i>Article 8.</i>									
For service of the combined order of attachment and proclamation of sale prescribed under section 163(2) of the B. T. Act.	2	0	0	1	0	0	1	0	0
<i>Article 9.</i>									
For service of any notice, proclamation, injunction or order and every process not specified in any preceding article, where not more than four persons are to be served with the same document, <i>one fee.</i>	2	0	0	1	0	0	1	0	0
When such persons are more than four in number, then the fee abovementioned and an additional fee as mentioned in the table for every such person in excess of four.	0	8	0	0	4	0	0	4	0

**Note 1.**—(i) When process of attachment mentioned in Article 3 is issued in a number of cases relating to the same or neighbouring villages, the fee (a) must be paid in each case, the daily fee (b) only for the men actually employed.

(ii) The daily fee (b) is to be paid at the time of obtaining the process for so many days as the Court shall order, and the number of days required for the coming and going of the officer ; but where the officer is not to be left in possession, then the daily fee is to be paid only for the time to be occupied by the officer going, effecting the attachment and returning :

Provided that, if it appears that for any reason the number of days fixed by the Court under this note, and in respect of which fees have been paid, is likely to be exceeded, and the decree-holder desires to maintain the attachment, the decree-holder shall apply to the Court to fix such further number of days as may be necessary and the additional fees in respect thereof shall be paid in advance according to the rate specified in Article 3(b) above. If such additional fees be not paid within the period in respect of which fees have already been paid before the attachment shall cease on the expiry of the period.

(iii) When an application is made for the refund of custody fee, a report is to be called for from the Nazir showing the number of days spent for the coming and going of the officer, or when the officer was not left in possession, the time occupied by the officer going, effecting the attachment and returning. The balance of the custody fee, if any, after deducting the amount incurred as above, will be available for refund.

**Note 2.**—(i) The fee under clause (a) of Article 7 must be paid when the process is obtained.

(ii) The percentage or poundage fee under clause (b) of Article 7 must be paid in court-fee stamps by the auction-purchaser (decree-holder or other person) as soon as his bid is accepted by the Court and the sale is completed.

Provided that the poundage fee may be deducted from the earnest money or the purchase money, as the case may be, by the auction purchaser, not being the execution creditor, before depositing the latter in Court.

(iii) The percentage leviable under clause (b) of Article 7 shall be calculated according to the following scale:—

One anna per Rupee ignoring fractions up to—Rs. 8,

For sums over Rs. 8 and up to Rs. 37-8—8 annas,

For sums over Rs. 37-8 and up to Rs. 62-8—Re. 1,

For sums over Rs. 62-8 and up to Rs. 87-8—Re. 1-8,

and so on for the proceeds realised by the sale up to Rs. 967-8. For sums over Rs. 967-8 and up to Rs. 1,000 the fee shall be Rs. 20. If the proceeds of the sale exceed Rs. 1,000, a fee of Rs. 20 plus 4 annas for every Rs. 25 or part thereof of the amount in excess of Rs. 1,000 shall be levied.

(iv) In cases in which several properties at a sale in satisfaction of a decree are purchased by one person or jointly by a set of persons, only one poundage fee calculated according to the scale prescribed in clause (iii) above, should be levied. But if the properties are purchased severally or in lots by different purchasers, the poundage fee shall be levied, according to the prescribed scale, on the total value of the properties bought by each purchaser.

(Illustration: If 11 properties are sold, 5 to A, 5 to B and 1 to C, the poundage fee should be calculated for A's group on the total value of the 5 properties bought by him and similarly for B. The poundage fee on C's purchase would be calculated on the value of the single property purchased by him).

**Note 3.**—For processes applied for and ordered to be executed as emergent, the fee will be the ordinary fee and half as much again.

**Note 4.**—Process fees for the service of notices under section 167 of the Bengal Tenancy Act should be assessed in accordance with the scale prescribed above.

**581.** Notwithstanding rule 580, fees for processes in execution of any decree or order for recovery of money shall be charged, irrespective of the grade of the Court issuing such processes and of the class or value of the original suit or case, according to the actual amount including costs and interest awarded, if any, recoverable in execution of the decree or order at the time when the execution is applied for: that is to say, if such amount is or exceeds Rs. 1,000 fees shall be charged under column 2 of the table; if it be Rs. 50 and over but less than Rs. 1,000 they shall be charged under column 3 of the table; and if it be less than Rs. 50 they shall be charged under column 4 of the table.

**Notes.**—In computing the amount recoverable at the time when the execution is applied for, the costs and interest allowed in a previous execution case, if any, shall also be taken into consideration.

**582.** Notwithstanding Rule 580, no fee shall be chargeable for serving or executing—

- (1) any process, such as a notice, rule, summons or warrant of arrest, which may be issued by any Court of its own motion, solely for the purpose of taking cognizance of and punishing any act done or words spoken in contempt of its authority or of taking action under secs. 195 and 476 of the Criminal Procedure Code (1898);
- (2) any process issued a second time in consequence of an adjournment made otherwise than at the instance of a party or an intervenor;
- (3) any copy of summons, notice, order, proclamation or other process, posted in a court house or in the office of the Collector;
- (4) any order intimating postponement of sale, withdrawal of attachment or directing restoration of attached property to the person in whose custody it was or its replacement where it was found at the time of seizure;
- (5) any order directing an officer in charge of a jail to detain or to release a person committed to his custody;
- (6) any notice filed by aboriginals in connection with applications under sections 49F, 49H, 49J, 49M, 58 and 74A of the Bengal Tenancy Act.

**583.** (1) No fees shall be charged for fresh service or execution of processes in cases where the parties concerned are not in any way to blame for their being not served or executed.

(2) If in any such case the presiding officer of a Court is satisfied upon such enquiry as he considers necessary that there was failure or want of service on account of neglect of duty or any improper conduct on the part of a process-serving peon, a fresh process should be issued, if required by the party, and the presiding officer should direct the peon in fault to bear the costs incurred in the fresh service.

**584.** In the case of all warrants or other processes which are transmitted for execution or service to the Court of Small Causes, Calcutta, conveyance charges at the rate of Rs. 1-8 per warrant and annas 4 per copy of summons or other process shall be realised and paid in court-fee stamps in advance, in addition to the fees payable under the preceding rules, and before warrants or other processes are so transmitted for execution or service, a certificate of realisation of the charges shall be endorsed thereon by the issuing Court.

**585** (1) In the localities only where and for the periods during which travelling except by boat is in the opinion of the District Judge impracticable, the fees chargeable for the service of processes shall be increased by such percentage not exceeding 50 per cent. as may be necessary to cover the additional cost of boat-hire or ferry-toll for journey in water areas provided that the levy of more than 37½ per cent. as surcharge for boat-hire shall not be directed except with the approval of the High Court. The percentage of surcharge over the fees ordinarily leviable should be reduced when the realisation of the higher amount is found to exceed the additional cost incurred.

**Note 1.**—If it is found that the total annual realisation of boat-hire exceeds the amount necessary to meet the costs of boat-hire in the course of the year, the discretion given him by this rule should be exercised by the District Judge by reducing the percentage of surcharge in such a way as to make the total annual realisation on account of boat-hire equal as nearly as possible to actual expenditure for that purpose. The percentage may be fixed at different rates for different areas according to local conditions and costs of boat-hire.

Boat-hire fees shall be entered in the appropriate column of Form No. (B) 13 for the purpose of ascertaining whether the total annual realisation of boat-hire in court-fees covers the annual expenditure on account of boat-hire. (Rule No. 7 of 1921.)

**Note 2.**—The process-servers' boat-hire passed under this rule should alone be included under the head of "Process-serving charges" under "Special contingencies" (vide Resolution of the Financial Department of the Government of Bengal, dated the 4th August 1890).

**Note 3.**—Boat-hire prescribed by this rule for the service of processes shall be charged on processes filed 10 days in advance of the date fixed for the commencement of the boat season but served during the period and shall similarly cease to be levied 10 days earlier than the actual date of termination of the season.

(2) The Judge in charge of the Nazarat at every station shall, in consultation with the presiding Judges of other Courts, prepare a list of areas, localities or villages within the jurisdiction of the Nazarat where and for the periods of the year during which travelling except by boat is impracticable. Areas, localities or villages to which journey may be made without the necessity of boat shall be excluded from the list. A copy of the list when approved by the District Judge shall be sent by the Judge in charge to each Court at the station and the Secretary of the local Bar Association in sufficient time before the advent of the period from which the surcharge is to be levied. The list should be altered or modified from time to time when the state of the country renders it necessary and all changes should be notified in the above manner.

(3) The fees leviable from the parties on account of boat-hire should be realised in court-fee stamps affixed on a separate sheet of paper containing the number, etc., of the case in which the fees are filed and the name, description and residence of the persons on whom the processes are to be served.

**586.** (1) In the localities which are not for the time being subject to rule 585, when, in order to the service of any process, the peon has to cross a ferry, then the amount, if any, legally exigible as toll shall be paid by the Court executing such process from its permanent advance.

(2) The permanent advance mentioned in this rule is the special permanent advance sanctioned by the State Government for the purpose of the rules.

**587.** In cases in which the process is to be served in the jurisdiction of another Court, the proper fee chargeable under rule 580 read with rule 585 shall be levied, in the manner above directed, and a note shall be made on the process stating that this has been done. A Court which receives from another Court, whether in the same province or not, a process bearing a certificate that the proper fee has been levied, shall cause it to be served without further charge.

**Note.**—The fees paid in pursuance of these rules must in all proceedings be deemed and treated as part of the necessary and proper costs of the party who pays them.

## 2. Use of Adhesive and Impressed Stamps.

**588.** The following rules have been made by the Bengal Government under section 27(b) of the Court-Fees Act, 1870 (VII of 1870), and published with their Notification No. 7175J., dated the 9th September, 1925, to regulate the use of adhesive and impressed court-fee stamps in Bengal, in consequence of the abolition of impressed court-fee stamps in respect of fees up to Rs. 25, namely—

- (1) In cases where the amount of fees is less than Rs. 25 and such amount can be denoted by a single adhesive stamp, such fee shall be collected by a single adhesive stamp of the required value. But if the amount cannot be denoted by a single adhesive stamp, or if a single adhesive stamp of the required value is not available, an adhesive stamp of the next lower value available shall be used and the deficiency shall be made up by the use of one or more additional adhesive stamps of the next lower values which may be required to make up the exact amount of the fee.
- (2) In cases where the amount of fees is equal to or exceeds Rs. 25 and such amount can be denoted by a single impressed stamp, the fee shall be collected by a single impressed stamp of the required value. But if the amount cannot be denoted by a single impressed stamp, or if a single impressed stamp of the required value is not available an impressed stamp of the next lower value available shall be used, and the deficiency shall be made up by the use of one or more additional impressed stamps of the next lower values available, which may be required to make up the exact amount of the fee, in combination with adhesive stamps to make up fractions of less than Rs. 25.

## 3. Cancellation of Court-fee Stamps.

**589.** The presiding Judge of every Court shall, under section 30 of the Court-fees Act, 1870 formally appoint an officer, who should ordinarily be the Bench Clerk, whose duty shall be to receive documents to be filed, examine the correctness of the stamps attached thereto, and immediately to effect cancellation of such stamps by punching out the figure heads. Subject to the approval of the presiding officer of the Court, the officer so appointed, may employ trustworthy subordinates to do the mere manual work of cancelling the stamps, provided that he shall be personally responsible for the due execution of the duty and for any defalcation or fraud that may occur in connection with it.

**590.** The presiding Judge shall see that punching is done immediately on presentation of document bearing stamps in Court at a place open to his view from his seat on the Bench, provided that if a document is insufficiently stamped, the stamps affixed thereto should not be cancelled by punching out the figure-head nor should the date stamp be applied thereto. The document should in such cases be returned to the party concerned for resubmission after properly stamped.

**NOTE.**—The date stamp should be applied in such a manner as to cover or touch some part of the adhesive stamps, but not in such a way as to obliterate the entries thereon or to render the detection of forgeries more difficult.

**590A.** No documents to which court-fee stamps are attached, shall be filed or acted upon, until the figure heads of the stamps are punched out, the pieces are destroyed and the stamps are registered.

**NOTE.**—For the second punching of court-fee stamps, on receipt of the records in the record room, see rule 424(3) and Note 1 thereto.

**591.** All stamps on records of cases which are not under the rules (*vide* rules 395, 396) required to be sent to the District Record Room must as soon as they are decided, be punched a second time with a triangular punch by the clerks in charge of the files who should at the same time note the date of his doing so. The second hole in each label should be distinct from the first and the repunching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature.

**592.** The proper officer of the Court issuing copies, certificates or other similar documents, shall before issue cancel the labels and punch the court-fee stamps affixed to them together with the court-fee stamp required for such copy by law (*see* Articles 6, 7, 8 and 9 of Schedule I of the Court-fees Act, VII of 1870, as amended by the Bengal Court-fees (Amendment) Act, 1922) in the manner directed by paragraph III of the Circular of the Board of Revenue reproduced in Appendix II at the end of this chapter. If the application is disallowed, or if, before the copy is made the applicant intimate that he does not require it, such court-fee stamp may be returned to him, a note of this having been done being made in the register and signed by the proper officer and the applicant.

**NOTE.**—Stamps affixed to affidavits presented to a commissioner for the purpose of administering an oath or affirmation to the deponent, should be dealt with in the same manner as the stamps on copies, certificates, or other similar documents liable to stamp duty.

**593.** Every judicial officer should make an occasional inspection of documents that have been filed in the records of pending and disposed of cases, in order to ascertain that the stamps have been properly punched and defaced, and have not been subsequently removed from the documents on which they have been used. It should also be observed whether proper court-fee has been realised in respect of plaints and other documents and processes. The inspection should be made at least once a quarter and the result recorded. The check herein prescribed applies equally to all papers which require adhesive labels, and they should be subjected to similar scrutiny.

#### **4. Inspection of records by Registration Officers.**

**594.** (1) Government having directed the Inspector-General and Inspector of Registration to examine record rooms of the various Courts in the mufassal in order to ascertain that the rules for cancellation, custody and sale of stamps have been uniformly and properly carried out, every assistance should be afforded by judicial officers to such officers in the discharge of their duty.

(2) It being ordered by the Government that, on the discovery of any irregularity in respect of punching or otherwise defacing court-fee stamps, the inspecting Registration Officer shall at once bring the matter to the notice of the presiding officer of the Court, such latter officer should inquire into the matter at once, in order that the person responsible may be traced.

(3) It is not intended that the inspecting officer should exercise any sort of interference with the arrangements which he may find in force in the offices under inspection and therefore his proceedings, as a rule, should be limited to recording a note of his observations together with any suggestions he may think fit to offer. He should not involve Courts or officers in correspondence with him.

## APPENDIX I:

### Reductions and Remissions of Court-fees, (Order by the Governor of Bengal under section 35 of the Court-fees Act.)

Under sub-section (1) of section 35 of the Court-fees Act, 1870 (VII of 1870), and in supersession of all previous notifications under that section, it is hereby notified that in exercise of the power to reduce or remit in the whole of Bengal or in any part thereof all or any of the fees mentioned in Schedules I and II to the said Act, the Governor is pleased to make the reductions and remissions hereinafter set forth, namely:—

(1) to direct that, when a plaint disclosing a reasonable case on the merits is presented to any Civil or Revenue Court in such a form that the Presiding Judge or Officer, without summoning the defendant, rejects it not for any substantial defect but on account of an entirely technical error in form only, and so as to leave the plaintiff free to prosecute precisely the same case in another form against the same defendant or defendants, the value of the stamp on the plaint shall be refunded on presentation of an application to the Collector of the district in which the Court is situated, together with a certificate from the Judge or Officer who rejected the plaint that it was rejected under the circumstances above described, and that the value of the stamp should, in his opinion, be refunded;

(2) to remit the fees chargeable on—

(a) copies of village settlement-records furnished to landholders and cultivators during the currency or at the termination of settlement operations,

(b) lists of fields extracted from village settlement-records for the purpose of being filed with petitions of plaint in Settlement Courts;

Provided that nothing in this clause shall apply to copies of judicial proceedings, or to copies of village settlement-records (other than lists of fields) extracted as aforesaid, which may be filed in any Court or office;

(3) to direct that the fee chargeable on appeals from orders under section 47 and section 144 of the Code of Civil Procedure, 1908 (Act V of 1908), shall be limited to the amounts chargeable under article 11 of Schedule II;

(4) to remit the fees chargeable on security-bonds for the keeping of the peace by, or good behaviour of, persons other than the executants;

(5) to remit the fees chargeable under articles 6, 7 and 9 of Schedule I on copies furnished by Civil or Criminal Courts or Revenue Courts or offices for the private use of persons applying for them;

Provided that nothing in this clause shall apply to copies when filed, exhibited or recorded in any Court of Justice or received by any public officer;

(6) to remit the fees chargeable, under paragraph 4 of clause (a) and paragraph 2 of clause (b) of article I of Schedule II, on applications for orders for the payment of deposits in cases in which the original deposit does not exceed Rs. 25 in amount:

Provided that the application is made within three months of the date on which the deposit first became payable to the party making the application;



(7) to remit the fees chargeable on applications for loans under the Land Improvement Loans Act, 1883 (XIX of 1883) or the Agriculturists' Loans Act, 1884 (XII of 1884);

(8) to remit the fees chargeable on the following documents, namely:—

(a) copy of a charge framed under section 219 of the Code of Criminal Procedure, 1898 (Act V of 1898), or of a translation thereof, when the copy is given to an accused person,

(b) copy of the evidence of supplementary witnesses after commitment when the copy is given under section 219 of the said Code to an accused person,

(c) copy or translation of a judgment in a case other than a summons case, and copy of the heads of the Judge's charge to the jury, when the copy or translation is given under section 371 of the said Code to an accused person,

(d) copy or translation of the judgment in a summons case, when the accused person to whom the copy or translation is given under section 371 of the said Code is in jail,

(e) copy of an order of maintenance, when the copy is given under section 490 of the said Code to the person in whose favour the order is made, or to his guardian, if any, or to the person to whom the allowance is to be paid,

(f) copy furnished to any person affected by a judgment or order passed by a Criminal Court, of the Judge's charge to the jury or of any order, deposition or other part of the record, when the copy is not a copy which may be granted under any of the preceding sub-clauses without the payment of a fee, but is a copy which, on its being applied for under section 548 of the said Code, the Judge or Magistrate, for some special reason to be recorded by him on the copy, thinks fit to furnish without such payment,

(g) copies of all documents furnished under the orders of any Court or Magistrate to any Government Advocate or Pleader or other person specially empowered in that behalf for the purpose of conducting any trial or investigation on the part of the Government before any Criminal Court,

(h) copies of all documents which any such Advocate, Pleader or other person is required to take in connection with any such trial or investigation, for the use of any Court or Magistrate, or may consider necessary for the purpose of advising the Government in connection with any criminal proceedings,

(i) copies of judgments or depositions required by officers of the Police Department in the course of their duties,

(j) copy of a judgment in a case dealing with an application for a direction, order or writ in the nature of *habeas corpus* when the copy is given to the detenu concerned;

(9) to remit the fee chargeable on an application presented by any person for the return of a document filed by him in any Court or public office;

(10) to direct that, when a part of an estate paying annual revenue to the Provincial Government under a settlement which is not permanent is recorded in the Collector's register as separately assessed with such revenue, the value of the subject matter of a suit for the possession of, or to enforce a right of pre-emption in respect of, a fractional share of that part shall, for the purpose of the computation of the amount of the fee

No. 80.

## Appendix I (Chapter 27)

Page 183—

In line 2 of clause (11), for the words "fraction of an anna", substitute words "a fraction of a rupee."

[Notification No. 6730-J., dated the 6th October, 1961, issued by the Government of West Bengal, Law (Judicial) Department.]

(13) to remit the fees chargeable on applications for copies of documents detailed in clauses (2) and (8) *supra*;

(14) to remit the duty chargeable in respect of Indian Probates, Letters of Administration or Succession Certificates on the share or other interest of a deceased member of a company formed under the Indian Companies Act, 1913 (VII of 1913), provided that the said share or interest was registered in a branch register kept in the United Kingdom in accordance with the provisions of sections 41 and 42 of the said Act, and that such member was at the date of his decease domiciled elsewhere than in India;

(15) to remit the fees chargeable on applications presented to officers of land revenue for the suspension or remission of revenue on the ground that a crop has not been sown or has failed;

(16) to remit the fee chargeable on applications and petitions presented to a Collector or any Revenue Officer having jurisdiction equal or subordinate to a Collector for advice or assistance from the Agricultural Department of the Province;

(17) to remit the fees payable under Schedule II upon applications for the grant or renewal of licenses or duplicates under the Indian Arms Rules, 1924, in respect of which a fee is payable under those rules;

(18) to remit the fees chargeable on applications for the grant of licenses of the nature mentioned in items 8 and 9 of Schedule II appended to the Indian Explosives Rules, 1914, to possess gun powder, other explosives or detonators required *bona fide* for blasting purposes;

(19) to remit the fees chargeable on applications presented to officers of Land Revenue for the suspension or remission of loans under the Land Improvement Loans Act, 1883 (XIX of 1883), or the Agriculturists' Loans Act, 1884 (XII of 1884);

(20) to remit the fees chargeable on copies of decrees of Civil or Revenue Courts situate in the territories of His Highness the Gaekwar of Baroda forwarded to any Court in Bengal for execution in pursuance of the provisions of section 44 of the Code of Civil Procedure, 1908 (Act V of 1908);

(21) to direct that the proper fee to be charged upon an application to deposit in any Court, rent not exceeding the sum of fifteen rupees, shall be as follows:—

If the amount deposited does not exceed Rs. 1-4-1 anna.

If the amount deposited exceeds Rs. 1-4 but does not exceed Rs. 2-8-2 annas.

If the amount deposited exceeds Rs. 2-8 but does not exceed Rs. 5-3 annas.

If the amount deposited exceeds Rs. 5 but does not exceed Rs. 10-6 annas.

If the amount deposited exceeds Rs. 10 but does not exceed Rs. 15-9 annas.

Provided that no fee shall be chargeable on an application to deposit rent in respect of which a fee is chargeable under any rule framed under sub-section (2) of section 61 of the Bengal Tenancy Act, 1885 (VIII of 1885);

(22) to remit the fees chargeable on application by ryots in the Rajshahi district for licenses to cultivate the hemp plant;

(23) to remit the fees chargeable on applications or petitions of objection referring to any entry made or proposed to be made in a draft record-of-rights prepared under Chapter X of the Bengal Tenancy Act, 1885 (VIII of 1885), provided that such applications or petitions are presented before the publication of such draft record under sub-section (1) of section 103A of the said Act;

(24) to remit the fees chargeable on certified copies of entries in records-of-rights furnished in accordance with any rules for the time being in force under the Bengal Tenancy Act, 1885 (VIII of 1885), after the final publication of such records-of-rights under sub-section (2) of section 103A of that Act;

(25) to remit the fees chargeable on applications for mutation of names in all Estates vested in the Crown;

(26) to remit the fees chargeable on copies of documents furnished by a District Magistrate to a pleader appointed by the Court to defend a pauper accused of murder;

(27) to reduce the fees chargeable under clause (iii) of article 17 of Schedule II on complaints relating to suits instituted under section 106 of the Bengal Tenancy Act, 1885 (VIII of 1885), to the amount of an *ad valorem* fee chargeable under article 1 of Schedule I, in cases where the amount of such fee would be less than Rs. 20;

(28) to direct that the proper court-fees chargeable on certified copies of entries in a record-of-rights of a village or a portion thereof maintained under the Bengal Tenancy Act, 1885, shall be as follows:—

If the number of words does not exceed 360—8 annas.

If the number of words exceeds 360 but does not exceed 720—Re. 1.

If the number of words exceeds 720—Rs. 1-8.

(29) to remit court-fees payable in any proceeding before the manager appointed under the Murshidebad Estate Administration Act, 1933 (XXIII of 1933), provided that every Vakalatnama to be filed in such proceeding shall be stamped with a court-fee stamp of Re. 1;

(30) to remit the fees payable on applications for permit in Form No. 56 of the Bengal Excise and Salt Department for supply of rectified spirit or absolute alcohol duty free;

(31) to remit the fees leviable under articles 11 and 12 of Schedule I on the property of—

(\*) any person subject to the (British) Naval Discipline Act (29 and 30 Victoria C. 109), the Indian Navy (Discipline) Act, 1934 (XXXIV of 1934),

the (British) Army Act (44 and 45 Victoria C. 58), the (British) Air Force Act (7 and 8 Geo. V.C. 51), the Indian Army Act, 1911 (VIII of 1911), or the Indian Air Force Act, 1932 (XIV of 1932), who is killed or dies from wounds, inflicted, accident occurring, or disease contracted while on active service, or on service which is of a warlike nature, or which in the opinion of the Provincial Government otherwise involves the same risks as active service, and

(ii) any person being a servant of the Crown, civil or military, who dies from wounds or injuries intentionally inflicted while in actual performance of his official duties or in consequence of these duties, as follows:—

#### *Remissions.*

(a) where the amount or value of property, in respect of which the grant of probate or letter of administration is made, or which is specified in the certificate under the Indian Succession Act, 1925, does not exceed Rs. 50,000 the whole of the fees leviable in respect of that property;

(b) where the said amount or value exceeds Rs. 50,000, the whole of the said fees in respect of the first Rs. 50,000; and

(c) where the property passes more than once in consequence of deaths referred to in sub-clause (i), to remit in the case of second and subsequent successions, the whole of the said fees irrespective of the value or amount of such property.

(32) to remit the fees chargeable on the applications of sole landlords or their agents or of common managers or common agents of joint landlords, or on the joint applications of co-sharer landlords, without any common agent or manager, for the payment of the transfer fee, as defined in rule 24 of the rules under the Bengal Tenancy Act, 1885 (VIII of 1885), published under notification No. 5462L.R., dated the 26th March 1929, at pages 549-92, Part I of the *Calcutta Gazette* of the 25th idem which is payable to them, in accordance with the provisions of that Act;

(33) to remit the fees chargeable on the applications of co-sharer landlords under the first proviso to sub-section (3) of section 26C of the Bengal Tenancy Act, 1885 (VIII of 1885), for the payment of the proportionate share of the landlord's transfer fee which is payable to them under the said sub-section;

(34) *Deleted.*

(35) to reduce the fee chargeable under article 1(b) of Schedule II on an application to deposit arrears of revenue in the Court of the Collector after the latest day of payment fixed under section 3 of Act XI of 1859 to annas 4 only when the amount stated in the application is below Rs. 50;

(36) to reduce to 4 annas the fee of 12 annas chargeable under paragraph 2 of article 1(b) of Schedule II in respect of applications for information when presented to a Civil, Criminal or Revenue Court;

(37) to reduce to 2 annas the fee chargeable under article 1(b) of Schedule II on application for conversion of an uncertified copy into a certified one;

(38) to reduce to 4 annas the fee of 12 annas chargeable under article 1(b) of Schedule II on application for free pass under sub-rule (3) of rule 2 of the Chittagong and Chittagong Hill Tracts Forest Transit Rules, 1932, for removal of forest produce. (Notification of the Government of Bengal, No. 2134J., dated the 14th June 1939.)

(39) to remit the fees chargeable on—

(a) applications under sub-section (1) of section 49F of the Bengal Tenancy Act, 1885 (VIII of 1885),

(b) petitions of complaint referred to in sub-section (4) of section 58 of the Bengal Tenancy Act, 1885 (VIII of 1885), and petitions of complaint in respect of matters referred to in sub-section (1) of section 74A of that Act. (Notification of the Government of Bengal, No. 2997J., dated the 25th August 1939.);

(40) to remit the fees chargeable on applications for a new special license for the home-brewing of pakhwai;

(41) to remit the court-fee chargeable on petitions of objection presented to a Revenue-officer in the manner provided by sub-section (3) of section 104B and section 104E of the Bengal Tenancy Act, 1885 (VIII of 1885), in regard to cases arising out of the settlement of produce rents in the partially excluded areas of the district of Mymensingh, Bengal, in the manner referred to in sub-section (2a) of section 112 of the latter Act;

(42) to remit, in the case of an application for withdrawal of the mutation fee deposited for payment to the landlord in pursuance of the Court's direction under sub-section (4) of section 88 of the Bengal Tenancy Act, 1885 (VIII of 1885), the fees chargeable on the application and the Vakalatnama;

(43) to remit the court-fees chargeable on—

(a) applications made by members of the aboriginal tribes under sections 49H, 49J and 49M of the Bengal Tenancy Act, 1885 (VIII of 1885), and

(b) Vakalatnamas for lawyers engaged by the Provincial Government on behalf of the members of the aboriginal tribes;

(44) to remit the court-fees chargeable on the application for licences to be made to the Licensing Authorities under the Drugs Control Order, 1943;

(45) to remit, subject to the conditions laid down in the proviso to section 8 of the Government Savings Banks Act, 1873, the court-fee chargeable on the probate or letters of administration or certificate (if any) granted in respect of so much of the property of a deceased as represents the amount deposited in Government Savings Bank where such amount exceeds three thousand rupees but does not exceed the amount referred to in clause (a) of section 4 of the said Act;

(46) to remit the fees mentioned in article 12 of Schedule I with which succession certificates granted or extended before the commencement of the

West Bengal Estates Acquisition Act, 1953.

Part  
Indian

Page 196—

the following after clause (51) [Vide slip No. 21]—

(52) to remit the fees chargeable on applications made by members of the Schedule Tribes under sections 15, 15A, 20(1), 20(2) and 22 of the West Bengal Estates Acquisition Act, 1953 (West Bengal Act I of 1954)."

Gov-  
indian  
1952)

Notification issued by the Government of West Bengal, Law (Judicial) Department No. 9817-J., dated the 5th December, 1962.]

## APPENDIX II.

The following is the Circular Order issued by the Board of Revenue, and referred to in rule 592 above.

**I. Cancellation of stamps.**—Local officers should direct their particular attention to the provisions of sec. 30 of the Court-fees Act, VII of 1870, regarding the cancellation of stamps used under that Act. The personal responsibility of the officer who gives any order to see that the stamp affixed under Act VII of 1870 is punched before he takes action is clear from sec. 30 of the Act, and must be enforced. The punch to be used by the receiving court or office must be round. The pieces punched out shall be immediately destroyed, so as to prevent their being fraudulently used.

**II. Second punching by record-keeper (Revenue Circular, February 1892).**—The record-keeper of every court or office shall, when a case is decided and the record consigned to his custody, punch a second hole with a triangular punch in each label distinct from the first, and at the same time note upon the fly-leaf the date of his doing so. The second punching should not remove so much of the stamp as to render it impossible or difficult to ascertain its value or nature.

These directions apply only to adhesive labels used under the Court-fees Act. Impressed stamps used for denoting court-fees need not be cancelled or punched otherwise than as required by sec. 30 of the Court-fees Act.

**III. Cancellation of stamps in copies.**—The court or office issuing copies, certificates, or other similar documents liable to stamp duty shall, before issue, cancel the labels affixed to them by punching out with a square punch a portion of the label in such a manner as to remove neither the figure-head nor that part of the label upon which its value is expressed. As an additional precaution, the signature of the officer attesting the document, with the date, should be written across the label and upon the paper on either side of it, as is frequently done by persons signing stamped receipts. The stamp shall be punched at the time of attesting the document. An impression apparently exists that the hole, which is punched by the issuing Court or office in the stamp label affixed to copies, certificates, etc., under the preceding order, does away with the necessity for cancellation by punching out the figure-head under sec. 30 of the Act by the court or office in which the copy or certificate, etc., may be produced or filed, but this view is incorrect, and it will be readily understood that the orders in question cannot override the express provisions of the Act.

## CHAPTER 28

### MISCELLANEOUS COSTS AND CHARGES.\*

#### 1. Postage.

**595.** The Central Government has been pleased to direct that the postage charges on all processes, notices, and such other documents as are issued from any judicial or revenue Court, and are required to be transmitted by post, shall be paid by means of service postage stamps, without any additional charge being levied from the parties at whose instance the processes are issued.

**NOTE.**—It is to be understood that processes thus issued should not be registered. If registered, they must be prepaid by stamp.

**596.** In cases where Article 1A, Schedule II of the Court-fees Act is applicable, the records called for should be sent by post, unless a more expeditious method of transmission is immediately available.

**597.** Postage need not be paid by the parties (1) for the transmission and re-transmission of requisitions upon the District Court at the sadar station for the payment of money in deposit to decree-holders or other persons, (2) for the transmission of copies of decrees and certificates under secs. 39 and 41 (Or. 21, rr. 4 to 6) of the Code of Civil Procedure from one district to another, for execution. Such documents should be forwarded with *service labels*, no additional charge for postage being levied from the persons at whose instance they are sent.

**598.** A party applying for withdrawal of a case from a union Court to the Civil Court for trial under section 74 of the Bengal Village Self-Government Act, 1919, or to the District Judge's Court for revision under section 88 of the Act, shall be required to pay in the Civil Court or the District Judge's Court as the case may be, the fee prescribed by Article 1-A, Schedule II of the Court-fees Act (12 annas) in Court-fee stamps for transmission of the record and the union Court should be asked to send the record by "bearing post".

#### 2. Witnesses' Expenses.

**599.** The Civil Courts shall not receive postage stamps in payment of the travelling and other expenses of witnesses. A party applying for a summons on a witness not being a summons made over to a party for service under Or. 16, r. 7-A (i), C. P. Code shall deposit for the latter's expenses a sum in cash, sufficient to cover (when necessary) the transmission of the amount to another Court by money order or postal note.

**Exception.**—When applying for a summons for any of its own officers in his official capacity, Government will be exempt from the operation of this rule.

---

\*For Process-fees, see Chapter 27.

(1) Money orders or postal notes for the payment of witnesses' expenses, or of any other of the peremptory items falling under head (C) of rule 643 of the Account Rules, Part VI, shall be made payable to the cashier of the Court to which the money is remitted. The cashier will receive the money as provided in rule 662 and will deal with it as directed in rule 668.

(2) In the case of money orders the number of the suit and other necessary particulars shall be entered in the coupon which is now attached to all money orders.

Note.—When a money order is addressed to the Court, it should direct the cashier to receive the money.

**601.** (1) In fixing the travelling and other expenses of witnesses under Or. 16. r. 2, C. P. Code, the Court shall have regard to the scale laid down in these rules. The sum so fixed shall be tendered by the party to the witness summoned in the case of summons under Or. 16, r. 7-A (i) and deposited into Court when the summons is to be served through the Court.

NOTE.—The sum fixed by the Court should be noted in the appropriate place in the summons by the ministerial officer in charge of the file before it is made over to the party for service.

(2) The expenses which a party applying for summons shall be required to pay, shall ordinarily be (a) a diet allowance, and (b) in the case of a witness residing at a distance from the Court, if the journey cannot be performed on foot, or the age, position and habits of life of the witness render it impossible for him to walk, also his travelling allowance according to the scale set out below:—

(3) (a) *Scale of subsistence allowance —*

	Per diem
I.—Witnesses of the class of labourers and ordinary cultivators and other persons of similar class ..	7 annas to 10 annas per head.
II.—Witnesses of better class ..	12 annas to Re. 1 per head.
III.—Witness of higher class ..	Re. 1-8 to Rs. 6 per head.

NOTE.—Class I will generally include smaller cultivators, labourers, artisans, petty traders and others in a similar condition of life.

Class II will include ordinary landowners, persons belonging to the lower middle class, clerks or assistants, men of business, professional men, etc.

Class III will comprise large landowners, persons enjoying substantial pay, professional men of high position and the like.

Explanation.—The above rates are intended to meet the cost of one day's meals. In every case, therefore, the Court should consider the circumstances of the individual and local conditions and grant a reduced allowance where the actual expenses are likely to fall short of the scale in this rule.

(b) *Rates of travelling allowance.*—(i) When the journey is wholly or partly by rail, steamer, tram or public motor service, the witness's actual fare each way, according to the class by which persons of his rank and station in life would ordinarily travel.

NOTE.—In the case of a person drawing a fixed salary, in determining the class by which he should ordinarily travel, regard should be had to the standard of classification laid down in the Travelling Allowance Rules framed by the State Government.

See also, Note 1 to sub-rule (7)(a) of this rule.

(ii) When the journey is by any kind of conveyance by road, the actual reasonable conveyance charge up to a limit of six annas a mile, in consideration of the class to which the witness belongs and local conditions.



(iii) In districts where the usual mode of travelling is by water, the actual expenses that will be incurred for boat-hire up to a maximum of Rs. 2 a day.

(4) In addition to the above, the authorised charges for tolls at ferries shall be paid by the party applying for the summons to the extent to which such charges will be incurred.

NOTE.—For the purpose of ascertaining the amount of tolls to be deposited by the parties, a table shall be prepared and kept in each Court showing the distance of each thana from the sadar station and each outlying munsifi, the number of intermediate ferries to be crossed, the authorised rates of charges for tolls at each of such ferries, and the existence or absence of roads or waterways.

(5) In hill districts where it is customary for a respectable person to be accompanied by a man carrying his baggage, such person may, if summoned from a distance of more than five miles, be allowed the actual cost incurred for the hire of one coolie.

(6) If the Court is of opinion that any witness following any trade or business undertaking will suffer loss of wages or other loss by his attendance in Court, the Court may allow him such sum as it may think fit.

### No. 61.

#### 200, Rule 601(7)(a)—

(i) For the words "Government Servants" in line 1 substitute "the Government or the State Government Servants".

(ii) For the second proviso to the rule substitute the following:—

"Provided, further, that in the case where an employee, who is subject to the payment of Wages Act, 1936 (IV of 1936), whether serving under the Central Government or a Railway or any other Commercial Department of Government, is summoned to give evidence in his public capacity in civil cases, fees or expenses deposited for the subsistence allowance or compensation shall be credited in the treasury to the Government or the Railway, as the case may be, to which the employee belongs. [For procedure to be followed in crediting such deposits in the treasury, see Note 6(c) to Rule 643(A) *post*.]"

61, dated the 27th November, 1963. Circular Order No. 6 (Civil) of 1961.]

are attached, and shall be produced to the Court when they are summoned to appear as witnesses, in their official capacity by either party in a civil case to which Government is a party.

NOTE 1.—The travelling and other expenses of a Government servant payable by a private party who summons him to produce any record or document or to appear as a witness in a civil case to which the Government is or is not a party whether in his official or private capacity, shall be regulated by these rules and not the Travelling Allowance Rules framed by the Government under which he is serving.

NOTE 2.—Rule 601(7)(a) does not affect Government servants serving in States whose rules require the deposit of salary when summoned to depose in Civil Courts in West Bengal.

Provided, further, that in the case of employees of the Central Government or a State Railway or any other Commercial Department of Government summoned to give evidence in their public capacity in civil cases, fees or expenses deposited for the travelling and subsistence allowances shall be credited in the treasury to the Government or the State Railway, as the case may be, to which the employee belongs. [For the procedure to be followed in crediting such deposits in the treasury, see Note 6(c) to Rule 643(A) *post*.]

(b) When a Finger Print Expert of the Criminal Investigation Department is summoned to give evidence in private cases, a fee of Rs. 20 a day in each case, together with his salary, shall be realised from the party concerned; these amounts shall be credited in full into the treasury by the Court concerned. He shall also be treated in such cases as a Government servant on tour within the meaning of rule 135(i) of the West Bengal Service Rules, Part II; his travelling allowances at that rate shall also be realised from the party concerned and be made over to the expert by the Court.

(c) (i). Where the Government Examiner of Questioned Documents or his Assistant is summoned to give evidence or his opinion is sought in cases from private parties in civil suits, a fee of Rs. 250 which will be an inclusive fee normally covering the opinion, the cost of photographs and the giving of evidence limited to one day shall be realised from the party concerned, in addition, in the former case, to the travelling expenses of the officer at the rates laid down for first grade officers in the Supplementary Rules of the Government of India for journeys on tour. Travelling allowance will also be payable for the Class IV servant accompanying the officer at the rates fixed for Government of India Class IV servants.

(ii) In cases where the cost of photographs is exceptionally heavy, the fee will be Rs. 200 *plus* the actual cost of photographs. In cases in which no opinion is given but photographs are taken, only the actual cost of photographs shall be charged, subject to a minimum of Rs. 35. In cases in which examination has been completed but no opinion could be expressed, a consolidated fee of Rs. 100 shall be charged. No reduction in the fee shall be allowed if the evidence is not required or is taken on commission. An additional fee of Rs. 200 shall be charged for each day after the first day on which evidence is given, whether in Court or on commission, or on which the officer is detained. A fee of Rs. 250 shall be charged in a civil suit even for the first day's evidence if the evidence is taken upon an opinion expressed on the same documents when they formed part of a criminal case.

(iii) The fee and the travelling expenses are payable in advance and shall be credited in full to the Central Revenues by the Court concerned which will also be required to forward with the application referred to in rule 227 *ante*, a chalan as provided in Note 8(b)(i) to Rule 643(A) *post*, indicating the deposit of the prescribed fee of the officer, and a certificate indicating the deposit of the amount representing the travelling expenses of the officer and the Class IV servant accompanying him.

NOTE 3.—For details of procedure reference should be made to the Government of India, Ministry of Home Affairs, letter No. 41/3/50-Police II, dated the 6th July, 1953.

NOTE 4.—For the purposes of the rules forwarded with the Government of India, Ministry of Home Affairs, letter No. 41/3/50-Police II, dated the 6th July, 1953, references made by a Court *suo motu* in civil cases to which the State is not a party will be deemed to be cases from private parties.

(d) No charge is ordinarily made by the Master, Security Printing, India, Nasik Road, for giving expert assistance to the Police or to the Reserve Bank in connection with any criminal prosecution, but the following scale of fees to be charged by him has been fixed for the examination of stamps or currency notes and for giving evidence on commission in civil suits in which Government is not one of the parties or for giving expert assistance to private parties:—

(1) For each note examination—Rs. 10 per note.

- (2) For notes examined on commission in connection with forgery cases—Rs. 20 per case.
- (3) For each stamp examined—Rs. 10 but where the stamps to be examined consist of a block or blocks from the same sheet, this fee will be charged for the examination of each block, as any one of the stamps is representative of the whole block.
- (4) For stamps examined on commission—Rs. 20 per document, irrespective of the number of stamps requiring examination on each document; provided that where more than one document relating to the same case is to be examined on the same day, the charge will be Rs. 20 for the first and Rs. 10 for each subsequent document.

NOTE.—In West Bengal the fees for examining currency notes will be credited to the head "XXXVII—Currency—Miscellaneous" and the fees for examining stamps will be credited to the head "IX—Stamps—Central."

### 3. Charges for Affidavits.

**302.** (1) Subject to the exceptions set out in sub-rule (2) the charge for administering the oath to the deponent in the case of any affidavit under the C. P. Code shall be one rupee in all civil Courts in the West Bengal. This charge shall be paid by means of a court-fee stamp.

(2) No charge should be made in respect of the following affidavits:—

- (i) Affidavits, if any, made by process-servers deposing as to the manner of service of a process.
- (ii) Affidavits in proof of service or as to avoidance of service made by persons, if any, who accompany such process-servers.
- (iii) Affidavits made by public officers in virtue of their office.
- (iv) Affidavits made by the identifier of a *pardanashin* woman in compliance with rule 35.

(3) Fees realised in respect of affidavits under this rule should be shown in column 6 of the Daily Register of court-fees realised.

NOTE 1.—For form of Daily Register of petitions and Court-fees, see Register No. (R) 13, Volume II.

NOTE 2.—Affidavits not under the C. P. Code or not connected with any case shall be charged for under Article 4 of Indian Stamp Act (11 of 1899).

### 4. Expenses of Commissions.

**303.** (1) Besides incidental expenses of commissions, the sums mentioned in the following table are, apart from exceptional circumstances, considered by the High Court reasonable remuneration as maxima. It is not, however, intended to fetter the Court's discretion under Or. 26, r. 15, Civil Procedure Code, particularly in cases where superior expert knowledge is required and is available. If in any instance the payment of fees according to the table shall not appear to the Court to be just and equitable, it may, for special reason to be recorded in the order, award a higher or lower fee than that therein prescribed.

(2) The scale is intended for cases where the work is likely to take only a day or two. When a consolidated fee is to be paid for work, taking some time, a considerable reduction in the rates specified below will ordinarily

be desirable. These rates are maxima only rarely to be exceeded and they should not be applied indiscriminately to all classes of

Nature of the Commission.	Classes of Commissioners.	Maximum rate in courts of a—			Remarks.
		District and Subordinate Judge.	Small Cause Court Judge.	Munsiff.	
1	2	3	4	5	6
1. For the examination of witnesses.	Pleaders or other persons appointed as Commissioners.	Rs. a. 15 0	Rs. a. 6 0	Rs. a. 6 0	For each sitting of six hours. Full fee may be allowed if the witness or witnesses are examined in less than six hours and also for any incomplete period when the examination lasts more than a day.
2. For local investigations which require knowledge of surveying.	(i) Pleaders (survey passed)	24 0		12 0	Daily (a day consists of six hours).
	(ii) Other persons (including unpassed pleaders).	4 8 to 6 0	..	4 8 to 6 0	Ditto.
	(iii) Professional surveyors—				
	(a) With the qualifications of Executive or Assistant Engineers.	45 0	..	45 0	Ditto.
	(b) With qualifications of Sub-Engineers.	15 0 to 22 8	..	15 0 to 22 8	Ditto.
	(c) With qualifications of Overseers (graduate).	7 8	..	7 8	Ditto.
	(d) With qualification of Overseers (apprentice)	3 0 to 6 0	..	3 0 to 6 0	Ditto.

**NOTE 1.**—Before the issue of a commission a consolidated inclusive fee which must not be exceeded save in special circumstances should be fixed wherever practicable with due regard to all the circumstances of the case, the complexity or otherwise of the work, the probable duration of the commissioner's work and the current fees of pleaders or persons of the standing of the commissioner. The grant to a commissioner of the fee fixed will be contingent upon his showing that he has executed the commission with efficiency and reasonable despatch.

**NOTE 2.**—In suitable cases a lump fee may be fixed instead of a daily fee, regard being had to the nature of the work and the time and labour it may involve.

**NOTE 3.**—If surveyors nominated by the Director of Surveys are employed as civil Court commissioners, they should ordinarily be remunerated at the rate which may be suggested by the Director.

**NOTE 4.**—The following statement of the daily outturn of work required by the Survey Department from professional agency will afford some guide to the Courts in determining the work involved in a particular commission:—

- |                                  |     |     |     |                     |
|----------------------------------|-----|-----|-----|---------------------|
| (1) Boundary survey              | ... | ... | ... | Half a square mile. |
| (2) Plain table survey of fields | ... | ... | ... | 15 acres.           |
| (3) Extraction of areas          | ... | ... | ... | 250 plots.          |
| (4) Tracing and numbering        | ... | ... | ... | 750 plots.          |
| (5) Traverse line                | ... | ... | ... | 100 chains.         |

**NOTE 5.**—No standard can be laid down for desk work. In each case a sum will have to be fixed with reference to the difficulty or importance of the work and the time and labour that it may have taken.

\*[This does not apply to Cooch Behar.]

**NOTE 6.**—The foregoing rates of remuneration are intended, in the case of the persons included in class (iii), only as a general guide. When possible, the remuneration of professional surveyors should be regulated by the rules framed by Government regarding the employment of such officers in Government service.

**NOTE 7.**—The cost of sending and returning the papers relating to a commission by registered post should be realised in cash from the parties (O. O. No. 2 of 1932).

**604.** No general rule can be laid down for commissions to make partition, examine accounts, ascertain mesne profits or value of any property, etc., or other kinds of commission. In such cases the Court issuing the commission should fix a sum commensurate with the difficulty and importance of the work and the length of time that it might take. In suitable cases a reasonable sum in lump may be fixed as remuneration instead of a daily fee.

**NOTE.**—When a partition commission requires a knowledge of surveying and a survey passed pleader or other person with the required knowledge in surveying is appointed, he should be paid at the rate given in items (i) and (ii) of column 2 of the table in rule 603 (see also Note 2 to that rule).

**605.** As a general rule, the amount to be allowed as incidental expenses should be regulated by the scale of travelling allowance prescribed for officers of Government of the class to which the commissioner belongs; but in exceptional circumstances, and if the commissioner is not a judicial officer, should the Court be of opinion that his actual expenses cannot be covered by allowances calculated on this scale, it may, for reasons to be recorded, order such further sum to be paid as it thinks reasonable.

**NOTE 1.**—For the purpose of this rule, a commissioner should ordinarily be treated as a second class officer.

**NOTE 2.**—If the time spent in going to the place of investigation and returning therefrom comprises several days, the court may allow a daily fee for such period at any rate not exceeding the maximum halting allowance prescribed for second class officers under the Government Travelling Allowance Rules.

**606.** Commissioners who are judicial officers are not entitled to fees, nor to any further remuneration than is permissible under the Government travelling and halting allowance rules. No other sum should therefore be demanded of the parties. The sum paid will be credited to Government, and the commissioner will recoup himself by drawing travelling allowance under the Government Travelling Allowance Rules.

**NOTE.**—This rule also applies when a judicial officer goes for local inspection.

**607.** Judicial officers should bear in mind that a commissioner would be justified in refusing to execute a commission, if the party has not deposited cash sufficient to pay his fee as well as all his necessary incidental expenses. A commissioner's remuneration should be paid in cash, unless he is a judicial officer.

In any case in which the sum fixed for the expenses of the commission and paid into Court shall have been calculated with regard to the time likely to be occupied in the execution of such commission, the Court should instruct the commissioner that, in the event of his finding that the time fixed is insufficient, he should give timely notice to the party at whose instance the commission was issued, and at the same time, report the fact to the Court giving an idea of the time the execution of the commission may further take. The sum necessary to cover the expenses for such further period as may be required to complete the execution of the commission as determined by the Court should then be deposited in Court by the party. If the additional deposit be not made within the time fixed by the Court, the commissioner on receiving intimation from the Court to that effect will suspend work and the trial should proceed without the commissioner's report.

**609.** If a commission for examination of witnesses be issued to a Court, the expenses to be charged should include only the necessary process-fees for summoning the witnesses, to be paid in court-fee stamps, the usual allowance to witnesses for their attendance to be paid in cash when summoned through Court, and where the papers are to be sent by post, the costs of sending and returning them by registered post. In the event of the non-attendance of a witness or witnesses, any surplus payment should be refunded.

**610.** If a commission for examination of witnesses is to issue to a pleader practising in another Court, the fee shall be received in cash and transmitted, together with the commission, and in cases where the post is used, the costs of sending the papers to the pleader and of their return to the issuing Court, in each case by registered post, to such Court, not being the High Court.

**611.** The Court receiving a commission for examination of witnesses issued to a pleader under the preceding rules shall immediately deliver it to him, unless he refuses to act, or is not found present. If the witness or witnesses appear before him and are examined, so that he can make a return within the time limited, the fee for the work done shall, on his returning the commission duly executed, be paid over to him; any surplus shall be sent back, together with the commission, to the Court which issued it, and shall be refunded by such Court to the party who paid it. If, from the absence of a witness, or other good cause, the commissioner cannot make a return within the time limited, he must obtain an extension of time or other orders from the Court which issued the commission.

**612.** All applications for refunds of money deposited for the expenses of commissions must be made within three years of the time when the right to the refund accrues. Applications made after the expiry of three years will not be considered.

### 5. Expenses of guardian ad litem.

**613.** When a pleader is appointed as a guardian *ad litem* under Or. 32 r. 3(1), regard shall be had to the following table in fixing his fee though it is not intended to fetter the court's discretion in cases requiring special treatment:—

			Rs.
In money and other suits under ordinary procedure—			
Where value does not exceed Rs. 100	...	...	2
Where it exceeds Rs. 100	...	...	4 to 8
In rent suits or other suits under the B.T. Act—			
Where value does not exceed Rs. 100	...	...	2
Where it exceeds Rs. 100	...	...	4
In Small Cause Court suits and miscellaneous proceedings and execution matters			
	...	...	2 to 4

**11. In the Courts of District and Subordinate Judges.****Rs.**

In Small Cause Court suits and miscellaneous matters and execution proceedings	...	...	...	4 to 10
In suits tried under ordinary procedure	...	...	...	8 to 32
In appeals	...	...	...	8 to 32

**III.** In cases where there are adult defendants as well as the minor and they appear by pleader, if such pleader be appointed guardian *ad litem* of the minor, the remuneration to be paid to him shall be half of what would have been paid to a pleader not appearing on behalf of other defendants.

**IV.** A pleader appointed by a Court to be a guardian *ad litem* shall not incur any expenses on account of travelling without the leave of the Court.

**NOTE.**—The fees mentioned in the above table refer to the fees of guardians in respect of the duties which they perform in the Courts by which they are appointed. If the proceedings are carried to another Court and the guardian by reason of the duties imposed upon him under Order 32, Rule 3(5) of the Civil Procedure Code, has to incur additional expenditure in that Court, *e.g.*, by briefing an Advocate to represent the interests of the minor in cases in which separate representation of the minor is essential, special fees will be sanctioned by the Court which appoints the guardian.

**614.** When a guardian of a minor defendant is appointed under Order 32, Rule 3(1), Civil Procedure Code, the Court appointing him shall, in the order appointing the guardian, direct the attention of such guardian to the provisions of Order 32, Rule 3(5) of the Code.

**615.** If at any subsequent stage of the suit or the proceedings mentioned in Order 32, Rule 3(5) of the Code, the duly appointed guardian does not wish to continue to act as such, he shall immediately notify the Court in which the suit or any proceedings connected therewith may be pending, to enable such Court to appoint another guardian in accordance with law.

**616.** A ministerial officer when appointed by a Court to be guardian *ad litem* of a minor or minors shall receive only his actual out-of-pocket expenses (*e.g.*, postal and stationery charges, etc.), properly incurred in the performance of his duties as such guardian. If he has to go to the locality for inquiry under the order of the Court, he should get actual travelling expenses [*vide*, rule 601 (3) (b)].

## CHAPTER 29

### LEGAL PRACTITIONERS' FEES.

**Rules regarding the fees payable to legal practitioners framed under section 27 (c) of the Legal Practitioners' Act XVIII of 1879.**

**617.** In suits for the recovery of specific property, or a share of specific property whether immovable or movable, or for breach of any contract, or for damages—

(1) If the amount or value of the property, debt, or damages decreed shall not exceed Rs. 5,000, at  $7\frac{1}{2}$  per cent. on the amount or value decreed.

(2) If the amount or value shall exceed Rs. 5,000, and not exceed Rs. 20,000, on Rs. 5,000 at  $7\frac{1}{2}$  per cent., and on the remainder at 2 per cent.

(3) If the amount or value shall exceed Rs. 20,000, and not exceed Rs. 50,000, on Rs. 20,000 as above, and on the remainder at 1 per cent.

(4) If the amount or value shall exceed Rs. 50,000, on Rs. 50,000 as above, and on the remainder at  $\frac{1}{2}$  per cent.

Provided that in no case shall the amount of any fee exceed Rs. 3,000.

**618.** When such suits are settled, withdrawn, compromised, decided on admission of claim or dismissed for default, the fee shall not exceed one fourth of the fee calculated under rule 617 unless the Court otherwise directs, subject to a maximum of Rs. 500.

**619.** Where such suits are decided *ex parte* the defendant not entering appearance or having entered appearance, not contesting, the fee payable shall not exceed one half the fee calculated under rule 617 unless the Court otherwise directs, subject to a maximum fee of Rs. 1,000.

**620.** (1) In suits for injuries to the person or character of the plaintiff, such as suits for assaults or defamation, or for injuries to property, or to enforce rights, where the pecuniary value of such injury or right, cannot be exactly defined, as in suits for interference with a right to light or water, or to enforce a right of pre-emption, or suits for the partition of joint property, where partition is improperly resisted, and generally in all suits not included in rule 617, if the plaintiff succeed, the Court may order the fee of the pleader for the plaintiff to be calculated with reference either to the amount decreed or according to the valuation of the suit, or according to such a sum, not exceeding the valuation, as the Court shall think reasonable and shall fix with reference to the importance of the subject of the dispute. In any such case, the amount of the pleader's fee shall be calculated according to the scale in rule 617.

(2) In this and in the following rules, cases under Part III of the Land Acquisition Act, I of 1894, shall be deemed to be suits, and the fees allowable therein may be calculated either on the amount of compensation decreed in excess of the sum tendered by the Collector, or on any smaller amount which the Court in its discretion may think proper.

(3) In the event of the sum tendered by the Collector being decreed, pleaders' fees may be awarded to Government on the difference between that sum and the sum claimed, or on any smaller amount which the Court in its discretion may think proper.



(4) Provided that, in any case in which the remuneration under the above rules shall, in the opinion of the presiding Judge, prove to be insufficient, or in any case not provided for, he shall be at liberty to allow pleaders' fees, as in miscellaneous classes under rule 627.

**621.** If the suit be dismissed upon the merits, or be decided in favour of the defendant, the defendant's pleader's fees shall be calculated according to the scale in rule 617 on the whole value of the suit. If the suit be dismissed on the merits and a decree awarded to the defendant for any matter not included in the plaint, the defendant's pleader's fee shall be calculated upon the amount involved in the plaint, *plus* the amount decreed, according to the scale in rule 617.

**622.** If the suit shall be decreed for the plaintiff as to part only of his claim, and as to the remainder shall be dismissed or decreed for the defendant, the fees payable by any party in respect of the fees of his adversary's pleader shall be fixed with reference to the value of that part of the claim in respect of which such adversary shall succeed, and shall be calculated according to the scale in rule 617.

**623.** (1) If in any suit for unliquidated damages the plaintiff shall as to the whole of his cause of action, but shall fail to recover the full amount of damages claimed, the defendant shall not be entitled to any allowance for a pleader's fee in respect of the difference between the amount of damages claimed and the amount recovered, unless the Court shall be of opinion that the amount claimed for damages was unreasonable or excessive, and shall, for that or any other cause to be specified, direct that a fee for his pleader shall be allowed to the defendant.

(2) If specially allowed, the amount of such fee shall be fixed with reference to the amount of damages disallowed to the plaintiff, and shall be calculated according to the scale in rule 617.

**624.** In addition to any fees prescribed in the above rules 617-623 any costs awarded in any proceeding under Ors. 11 and 12, G. P. Code, shall be on the same scale as in a miscellaneous proceedings under rules 627 and 633 notwithstanding anything in those rules to the contrary.

**625.** If several defendants, who have a joint or common interest, succeed upon a joint defence or upon separate defences substantially the same, not more than one pleader's fee shall be allowed, unless the Court shall otherwise order for a reason which shall be recorded. If only one fee be allowed, the Court shall direct to which of the defendants it shall be paid, or shall apportion it among the several defendants in such manner as the Court shall think fit.

**626.** If several defendants who have separate interests, set up separate and distinct defences and succeed thereon, a fee for one pleader for each of the defendants who shall appear by a separate pleader may be allowed in respect of his separate interest. Such fee, if allowed, shall be calculated with reference to the value of the separate interest of such defendant, according to the scale in rule 617.

**627.** (1) In execution and miscellaneous proceedings, or for any matter other than that of appearing, acting or pleading in a suit prior to decree, the fee when allowed, shall not ordinarily exceed the following scale:—

	Rs.
In the Court of a District or Subordinate Judge	... 150
In the Court of a Munsif	... 50

**NOTE 1.**—When fee is allowed in an execution case an order should be recorded by the Court stating the amount.

**NOTE 2.**—In miscellaneous proceedings, a special sum determined according to the value and circumstances of each case shall be awarded on account of the adversary's pleader's fee and the award of such sum shall be distinctly recorded at the foot of the order in the hand of the presiding Judge unless each party is directed to bear his own costs.

(2) In miscellaneous appeals, or appeals from orders, except in cases where it may be ordered that each party shall pay his own costs, a specific sum shall be awarded as payable on account of the adversary's pleader's fee, and the award of such sum shall be distinctly recorded by the presiding Judge at the foot of the order, with the other costs, if any, incurred by the parties respectively.

**NOTE 1.**—This rule does not apply to Courts of Small Causes: *See* rule 638.

**NOTE 2.**—For the purposes of these rules, cases under Part IV of the Land Acquisition Act, 1 of 1894, shall be treated as "miscellaneous cases," and the fees allowable to pleaders therein shall be calculated under rule 627. (*Rule No. 6 of 23rd March, 1885.*)

**628.** Fees in the hearing of interlocutory applications in suits are in the discretion of the Court and if allowed, they shall not exceed the scale in rule 627.

**629.** If a review be rejected after summoning the opposite party, or if, after the admission of a review, the former judgment be upheld, the pleader's fee, if allowed to the successful party in the review, shall be fixed by the Court at an amount which shall not in any case exceed one-half of the amount allowed by these rules in case of an original decree.

**630.** If, after the admission of a review, the former judgment be reversed, the fee of the pleader in respect of the review, if allowed to the party who succeeds in the review, shall not exceed one-half the amount allowed by these rules in cases of an original decree. The fee allowed in respect of the review will be irrespective of any pleader's fee which may be included in any costs, in respect of the original suit, which may be adjudged to the successful party by the judgment in review.

**631.** The amount to be allowed on account of the fee of an adversary's pleader in appeals shall be calculated on the same scale as in original suits, and the principles of the above rules as to original suits shall be applied, as nearly as may be, to appeals.

**NOTE.**—This rule does not apply to appeals from orders.

**632.** When the interest of several appellants is joint, not more than one pleader's fee shall be allowed, unless the Court shall otherwise order for a reason to be recorded. If one fee only be allowed the Court shall direct to which of the appellants it shall be paid, or shall apportion it amongst the several appellants in such proportions as it shall think fit.

**633.** If several respondents in one appeal appears by separate pleaders, in determining whether several pleaders' fees shall be allowed, the Court shall be guided by the principles laid down in rules 625 and 626.

**634.** (1) If under the provisions of Or. 41, r. 23, the decree of a lower Court be reversed on appeal, and the case be remanded to the lower Court to be tried upon the merits, the lower Court, on passing its decree, may allow to the successful party such a sum as the Court shall consider to be reasonable, not exceeding half the amount calculated according to the scale in rule 617 on account of his pleader's fee in respect of the re-hearing, in addition to the full amount of his pleader's fee calculated according to that scale:

(2) If an appeal be preferred against the decree passed on remand, the fee, if any, allowed by the appellate Court to the party succeeding in that appeal shall not, unless for a special reason to be recorded, be less than one-fourth, nor more than half of the amount calculated at the rate mentioned in rule 617, if, by the decree of the appellate Court, remanding the case, the same party shall have been allowed a full pleader's fee in respect of the former appeal in the suit, either absolutely or conditionally, upon his succeeding upon the remand:

(3) If under Or. 41, r. 25, C. P. Code, an issue be framed and referred by the appellate Court for trial by the lower Court, the appellate Court may, if it thinks proper, allow to the party who shall succeed in the appeal such a sum as the Court shall consider reasonable, not exceeding half the amount calculated at the rate mentioned in rule 617, for his pleader's fee in respect of the trial of the issue in the lower Court, in addition to a full fee, in respect of the appeal, calculated at that rate.

**635.** Notwithstanding the provisions of rules 617 to 634, and subject to the provisions that in no case shall the amount of any fee be less than Rs. 2, if in any instance the payment of fees shall not appear to the Court to be just and equitable, it may, for special reason to be recorded in the judgment or order, award a higher or lower fee than that therein prescribed.

In cases in which the subject matter of the claim does not admit of valuation, the Court shall fix reasonable fee, regard being had to the time occupied in the decision of the case and the nature of the questions raised therein.

**637.** When a *mukhtar* is employed, 15 per cent. of the sum allowed as pleader's fee shall be allowed as such mukhtar's fee and the remaining 85, per cent. only shall be allowed as the pleader's fee.

**638.** Rules 617 to 637 so far as they are applicable, extend to Courts of Small Causes constituted under Act IX of 1887, with this exception that in rule 627, the following scale shall apply to Small Cause Court suits:—

A fee not exceeding Rs. 20.

**639.** Revenue agents should be allowed half pleader's fees. If a pleader and revenue agent be retained and act on the same side in the same suit, one pleader's fee should be allowed.

## PART VI—Account Rules\* (Judicial)

### CHAPTER 30

#### General.

**840.** The following rules prescribe the procedure for the receipt and payment of money, and for keeping accounts, to be observed by officers exercising judicial powers and dealing with money in that capacity. They apply to all Judges, Additional Judges, Subordinate Judges, Munsifs, and Small Cause Court Judges, and these are all included under the general term "Judge."

**NOTE.**—The Judge of the Small Cause Court at Sealdah has been exempted from these rules as there is no treasury at Sealdah, and the Judge keeps a small cash chest, rendering accounts to the Accountant-General direct. (Deputy Accountant-General's No. 183, dated 30th April, 1881.)

**841.**—In these rules—

(1) (a) "District Judge" means the officer whose accounts are rendered to the Accountant-General, either for his own Court only, or for his own and subordinate Courts. Any officer may be vested with the powers of a District Judge for the purposes of these rules; and in any district in which a District Judge is not for the time being resident, they shall be exercised by the principal civil judicial officer at headquarters.

**NOTE.**—Only one set of returns should be sent to the District Judge for the Courts whose accounts are kept together, and not a separate set for each Court. (Accountant-General's No. 141-A., dated 26th April, 1881.)

(b) In districts, where there is no resident District Judge, the principal civil judicial officers at the headquarters are the officers invested with the powers of a District Judge for the purposes of accounts; and they will keep and render the accounts of all the Civil Courts in their respective districts. A District Judge cannot delegate his powers as regards accounts to any of his subordinates. What he can do, when absolutely necessary, is to place any of the officers subordinate to him in charge of accounts, without in any way relieving himself of responsibility for the due accounting for all receipts and payments. When this is done, the Judge's establishment will do all the work in connection with the accounts, the subordinate officer will sign the papers as if he were placed in charge of the current duties of the Judge's Court, and to the chief ministerial officer of the District Judge's Court (but of no other Court at headquarters stations) may be delegated the duty of passing chalans.

(2) "Out-station" means Courts not situated at or near a treasury or sub-treasury and includes Courts at or near sub-treasuries during such time as the sub-treasuries may be temporarily closed owing to the absence of the Sub-divisional Officer from his headquarters.

(3) The term "Judge in charge" is used to designate the officer who, when there are two or more Courts at one station, supervises the single set of accounts maintained for all such Courts. When there is but one Court at a station, the Judge thereof is the "Judge in charge" of his own accounts.

---

\*The account forms referred to in the rules will be found in Volume II, Appendix A-I, Nos. (A) 1 to (A) 83. The appendices at the end of the Part are intended for the guidance of officers in carrying out the rules.

**NOTE.**—At headquarters stations the accounts for all Courts shall be kept in the District Judge's Court. At subdivisions and out-stations, the documents of all Courts shall be kept in the office of the Munsif placed by the District Judge in charge of the accounts of that station, and to his office shall be attached the staff of the Accounts Department.

(4) "Day" must be taken as closing one hour earlier than the hour at which the local treasury closes and no transaction shall take place in Court after that hour. The accounts must be made up and the cash balance remitted to the treasury before the treasury closes. If any transactions have to be allowed under the law (vide rule 647) or under any special circumstances after the accounts are closed, they must be forthwith entered in the cash book bearing date the next open day. The total of such transactions shall be shown in lump as receipts after the day's accounts are closed' or 'payments after the day's accounts are closed', as the case may be, in cash reconciliation memo. of the day, made under rule 673.

**NOTE.**—On the last working day of each month it is necessary that the accounts be closed at 11-30 a.m. or at the hour prescribed above, whichever is earlier.

(5) "Month" shall be taken to close, in Courts at district headquarters, at the end of the last account day of the month; in Courts at sub-treasuries, at 1-30 p.m. on the day on which the accounts of the subdivisional treasury are finally closed for the month; and at out-stations, at 1-30 p.m. of the last day, on which the accounts can reach the treasury in time for incorporation with the treasury accounts for the last day of the month.

(6) "Year" in all Courts shall be taken to begin on the 1st April and to close on the 31st March.

**642.** (1) Erasures and overwritings in any account, register, schedule, cash book, etc., are absolutely forbidden; if any correction be necessary, the incorrect entry should be cancelled neatly in red ink and the correct entry inserted. Each such correction or any alteration deemed necessary shall be authenticated.

(2) Account books should be kept in bound volumes paged throughout before they are brought into use, the total number being certified on the cover by the accountant and attested by the dated initials of the Judge in charge.

**NOTE.**—This rule does not apply to the Register of deposits received, to which the monthly detailed statements of A deposits in the subordinate Courts are to be attached, vide rule 721.

**643.** The following are the heads of accounts under which the money received and paid by judicial officers, or under their orders, is classified:—

(A) *Government receipts.*—This head is subdivided into the following sub-heads of account:—

- (i) Stamp duty and penalty realised in Court.
- (ii) Judicial fines and forfeitures.
- (iii) Other general fees, fines and forfeitures.
- (iv) Sale-proceeds of unclaimed and escheated property.
- (v) Court-fees realised in cash.
- (vi) Miscellaneous fees and fines.
- (vii) Miscellaneous.

**NOTE 1.**—Sub-head (i) is classified in the public accounts under the major head "IX—Stamps" and sub-heads (ii) to (vii) under the major head "XXI—Administration of Justice" of which they form the minor heads. The accounts under the sub-heads (i) and (ii) are maintained in detail in the Court as well as in the treasury (see rule 643).

**NOTE 2.**—Penalties levied on instruments not duly stamped under Chapter IV of the Stamp Act are credited to the major head "IX—Stamps" in the public accounts. The stamp duty is classified under the minor head "A. Non-judicial duty on impressed documents" and the penalty under the minor head "B. Judicial fines and penalties." These are classified together in the Courts' accounts under the sub-head (i) above, but the duty and the penalty must be separately shown in the chalan sent to the treasury in order that they may be credited separately under the above minor heads. [See rule 743(1).]

**NOTE 3.**—The sub-heads (ii) and (iii) are subdivisions of the same minor head "General fees, fines and forfeitures," under the minor head "XXI—Administration of Justice." The receipts under the sub-head (ii) are credited to the treasury with a chalan for each item and appear in the treasury accounts in detail (see rules 645 and 690). Under the sub-head (iii) are credited the fees of Civil Courts, forfeitures of earnest money of defaulting bidders and other general forfeitures and these are sent to the treasury with a single consolidated chalan every day. (See rules 672 and 690.)

**NOTE 4.**—Proceeds of unclaimed property of intestates are credited under the sub-head (iv). District Judges' Courts and the Court of the Small Cause Court Judge and Subordinate Judge, Sealdah, who has been empowered under section 23 of the Bengal, Agra and Assam Civil Courts Act, 1887, to take cognizance of proceedings under Bengal Regulation V of 1799, only in the case of the citizens of India dying intestate in the Nilratan Sarkar Medical College and Hospital, Calcutta, deal with the unclaimed property of intestates. The value of the proceeds cannot be credited to Government until the time limited by law has expired (*vide* Rule 744).

**NOTE 5.**—Under sub-head (v) are credited process-server's fees realised in cash, recoveries on account of pauper suits, and other items relating to cash realisation of court-fees.

Sub-head (vi) are credited all cash receipts of the Record Office.

## No. 62.

age 213, Rule 643(A), Note 6—

For the words "travelling and subsistence allowances" appearing in lines 3 and 4 of clause (c) to the Note and in line 4 of *nota bene* below the clause substitute the words "subsistence allowance or compensation".

No. 62, dated the 27th November, 1963. Circular Order No. 6 (Civil) of 1961.]

When the amount actually deposited by the parties and credited to Government is less than the amount actually deposited by the parties and credited to Government. Government servants summoned to give evidence should further submit with their bill a certificate of attendance which shall be given by the Court.

(ii) In cases where the amount deposited is not sufficient to cover the travelling allowance, fees and other expenses of the Government servants, they shall not proceed till the balance has been deposited by the parties.

(iii) In cases where the Government servants do not travel or where there is a balance remaining after crediting to Government the fees admissible and the amount of travelling allowance or other expenses drawn by the Government servants, the unspent deposit shall remain in the hands of the Cashier as Peremptory Cash till withdrawn by parties or transferred to Civil Deposit in accordance with rule 692.

**Exception.**—When the pay of Government servants summoned to give evidence does not exceed Rs. 10 per mensem, or when their headquarters are within 5 miles of the Court in West Bengal, and also in cases covered by rule 137 of the West Bengal Service Rules, Part II, all amounts received on account of their travelling and other expenses should be paid in full to them, a certificate of payment being at the same time granted.

(c) In the case of employees of the Central Government or a State Railway or any other Commercial Department of Government [*vide* the second proviso to rule 601(7)(a) *ante*], fees or expenses deposited for the travelling and subsistence allowances shall be credited in the treasury in the case of an employee of—

- (i) the Central Government, to that Department of the Central Government to which he belongs;
- (ii) a State Railway, to that Railway to which he belongs; and
- (iii) any other Commercial Department of Government, to the department to which he belongs;

and to enable this to be done, the following particulars will be inserted in the chalan:—

- (1) Number of case.
- (2) Name of witness.
- (3) Official designation.
- (4) Office in which employed.
- (5) Name of court in which he appeared.
- (6) Date of hearing.
- (7) Names of parties in the case.
- (8) Total amount.

**N.B.**—A timely intimation shall be given to the Nazir that the statement of the Government or State Railway servant, as the case may be, appearing as a witness has been duly recorded so that there may be no avoidable delay in crediting the fees or expenses deposited for the travelling and subsistence allowances into the treasury under the relevant head and before the record of a decided case is consigned to the record room. An additional copy of chalan crediting the money by the Nazir into the treasury shall be attached to the record of a decided case. The record-keeper shall not receive any record to which the chalan is not attached.

**NOTE 7.**—Under sub-head (vii) are credited all miscellaneous receipts, e.g., sale-proceeds of forms and of old stores and materials and other items. The details of "other items" should invariably be furnished in the chalan sent to the treasury.

**NOTE 8.**—(a) The cost of photographic enlargements of finger prints made by the Finger Print Bureau of the Criminal Investigation Department as well as the pay and fees of the Finger Print Expert, when summoned to give evidence at the instance of a private party, shall be received in cash and dealt with as peremptory receipts. On receipt of such sums by the cashier, the Superintendent of Police, or the official superior of the officer whose services have been requisitioned shall be informed that the necessary costs have been deposited and retained in the custody of the Court and on receipt of the report of the Superintendent of Police or the official superior of the Expert, as the case may be, as to the costs incurred by the Police force or the Expert by way of travelling allowance and other expenses, the amount should be paid out of the cash held in deposit by the Court concerned into the treasury to be credited to the Police Department under "XXIII—Police—Fees, Fines and Forfeitures (Provincial)." A chalan in triplicate shall be prepared and forwarded with the cash to the treasury. One copy of the chalan will be retained by the treasury; of the other two copies returned by the treasury, one will be retained in the Court and the other sent by the Court to the office of the Inspector-General of Police with a duplicate of the Court's certificate in Form No. (M) 33 of the Civil Rules and Orders, Volume II. Costs of Police help in execution proceedings and of photographic enlargements of handwritings made by the Handwriting Expert of the Criminal Investigation Department as well as the pay and fees of the Handwriting or Foot-print Expert belonging to the same Department—being receipts of the Police Department are also to be received in the above manner and credited to the treasury under "XXIII—Police—Fees, Fines and Forfeitures (Provincial)."

(b) (i) The fee charged in each case in which an opinion is required of the Government Examiner of Questioned Documents or his Assistant or when such officer is summoned to give evidence at the instance of a private party, shall be received in cash and dealt with as peremptory receipts. The sum so received shall, on receipt by the cashier, be forthwith paid separately by him into the treasury to be credited to the Central Revenues under head "XLVI—Miscellaneous—Central—Other Fees, Fines and Forfeitures—Fees for the services of the Government Examiner of Questioned Documents." A chalan in triplicate shall be prepared and forwarded with the cash to the treasury. One copy of the chalan will be retained by the treasury; of the other two copies returned by the treasury, one will be kept in the Court and other sent to the Government Examiner of Questioned Documents, Intelligence Bureau, Ministry of Home Affairs, "Dormers", Simla-1, with the requisition for the services of the Government Examiner of Questioned Documents or his Assistant. The Government Examiner of Questioned Documents will in cases in which the whole or part of his fee is to be refunded, furnish a certificate to the Court, giving details of the amount refundable. On the authority of the certificate the Court concerned will be in a position to authorise the refund to the party concerned of the amount deposited in excess. When the refund has been directed by the Court the order permitting such a refund will be forwarded to the Deputy Director (Establishment), Intelligence Bureau, Home Department, Central Government, who has been empowered to authorise refund of such fees.

When the aforesaid order of the Court has reached the Deputy Director (Establishment), he should fill in the details of credits and other particulars (which would be available from the certificate of the Treasury Officer received from the party concerned under rule 6 of the Rules regulating application for and payment of the service of the Government Examiner of Questioned Documents), in the relevant columns of form No. C.A.C. 17 and after recording sanction on the form should pass it on to the Accounts Officer in whose jurisdiction the treasury in which the amount was originally credited, is located. On receipt of the form, the Accounts Officer should verify the details as far as possible from his records, endorse a 'pay order' thereon and pass it on to the Treasury Officer concerned with a forwarding letter for payment after verification with the original credit. A copy of the forwarding letter should also be sent to the payee and the Deputy Director (Establishment) with a view to enable the latter to note the fact of payment in the original records, as an additional precaution against entertaining a double claim (*vide* Central Government, Home Department, letter No. 128/3/41-Police, dated the 19th February, 1942, to Director, Intelligence Bureau).

(ii) When the Government Examiner or his Assistant is required to travel in order to give evidence or for any other purpose, the party employing his services will be required to pay travelling allowance at the rates laid down for first grade officers in the Supplementary Rules of the Central Government for journeys on tour. Travelling allowance is also payable for the Class IV servant accompanying the officer at the rates fixed for the Central Government Class IV servants. The amount of travelling allowance will be deposited by the party with the presiding officer of the Court before the journey is undertaken. Such deposits will be treated by the Court as peremptory receipts pending credit into the treasury on receipt of intimation from the Accountant-General, West Bengal.

NOTE 9.—All Government receipts shall without undue delay be paid into the treasury as laid down in Treasury Order No. 7. No refund should be made in respect of receipts under the sub-head (vii) [*see* rules 685 and 686].

(B) Civil deposits.

NOTE 1.—Any sum deposited in Court under sec. 379(1) of the Succession Act (XXXIX of 1925), with an application for a certificate or for the extension of a certificate must be classed under "Civil deposits."

NOTE 2.—See Note 4 to rule 654.

NOTE 3.—For rent deposits under sec. 61(1)(a) and (b) of the Bengal Tenancy Act, 1885, see note 6 under head (C).

NOTE 4.—Redemption money realised under sec. 26F of the Bengal Tenancy Act, 1885, should be adjusted under this head.

NOTE 5.—Fees payable to commissioners other than those for taking evidence should be deposited to the credit of the presiding officer of the Court concerned and transferred later to the credit of the particular commissioner. The money should be withdrawn by the commissioners themselves on filing applications for payment orders which do not require court-fee. If the commissioner does not reside at the station in the treasury of which the amount is deposited, payment order should be issued in the favour of the cashier who should transmit the amount by money order. The receipt and payment of such money by the cashier should appear in the Cash Book [General Letter No. 10 of 1931].

NOTE 6.—No sum which can be credited to account No. 11.

### Page 215, Rule 643(c)—

For the words "accounts of which are to be kept only in the accounts of the Court" in line 2 of the rule, substitute "accounts of which are to be kept in the accounts of the Court and in the treasury accounts but not in the later case in detail".

[No. 11 dated the 15th June, 1958, Circular Order No. 5 (Civil) of 1957.]

No. 12  
are in Court the chalan obtained as evidence of payment.



(ii) (a) Fee, travelling allowance, etc., payable to persons appointed or deputed by the Court for specific purposes, *e.g.*, guardian *ad litem's* fee, commissioner's fee for taking evidence, nazir's travelling in execution proceedings, etc., etc.

(b) Sums to be expended by officers of the Court in order to comply with or enforce the Court's order in cases or execution proceedings, *e.g.*, pulling down a wall or house, maintenance of live stock in the custody of the nazir, publication of sale proclamation in newspapers, postage for sending summonses or processes, ordered to be sent by post, or the concise statement of attachment and proclamation under sec. 163 (3) (c) of the Bengal Tenancy Act as amended by the Bengal Act IV of 1928, or notice to creditors in insolvency cases, etc., etc.

(c) Rent deposits and costs of transmission under sec. 61 (1) (a) and (b) and (2) of the Bengal Tenancy Act, 1885.

(d) Subsistence moneys of prisoners.

(e) Costs of adjournment or costs when a party is put on any terms.

(f) Other peremptory receipts.

NOTE 1.—See rule 692 and the Notes thereunder.

NOTE 2.—Money orders or postal notes for the payment of witnesses' expenses, or of any other of the peremptory items falling under head (f) shall be made payable to the cashier of the Court to which the money is remitted. The cashier will receive the money as provided in rule 662 and will deal with it as directed in rule 668. In the case of money orders, the number of the suit and other necessary particulars shall be entered in the coupon which is attached to all money orders.

NOTE 3.—The Civil Court shall not receive postage stamps in payment of travelling and other expenses of witnesses.

NOTE 4.—For disposal of the peremptory cash received on account of the travelling allowance of the Nazir for execution of a process, etc., or for travelling and other expenses and fees of Government servants recovered under Order XVI, Civil Procedure Code, or otherwise, when (i) summoned to appear as witnesses in Civil Courts in their official capacity in all cases whether Government is a party or not, (ii) appointed as commissioners or proceeding for local inspection, or (iii) required to produce Government records, see Note 6 to Rule 643(A).

NOTE 5.—As regards money received for payment of postage and postage stamps received, see note to rules 668 and 673.

NOTE 6.—Rent deposits and costs of transmission received under sec. 61(1)(a) and (b) and (2) of the Bengal Tenancy Act, shall forthwith be transmitted to the landlord by postal money order. The amounts remitted by money order, if refused by the payee or returned undelivered by the post office, shall be treated as "Civil deposits" and credited into the treasury as such under rule 643, head (B) above.

NOTE 7.—For payments of sums received under head (C), see rule 650.

**644.** Rule 643 applies only to money received by an officer in his judicial capacity and not to local fund receipts and payments, nor to money received by way of permanent advance, or upon establishment or contingent bills (see rule 673).

NOTE.—As regards local funds there is a separate system of rules. In dealing with all Government receipts and with money received by way of permanent advance or upon establishment and contingent bills, a judicial officer should be guided by the Financial Rules of the State Government and the Subsidiary Rules framed by them under the Treasury Orders.

**645.** The receipts and payments under head (B) of rule 643 must appear in the Court's account in detail but in the treasury account in which a personal ledger account only is maintained for this head, the daily totals of receipts and payments made at the Court and the individual items of receipts and payments at the treasury will appear. All receipts and payments under sub-heads (i) and (ii) of head (A) above must appear in the Court's accounts and in the treasury accounts in detail. An account in detail of all receipts under sub-heads (iii) (vi) and (vii) of head (A) must be kept in the Court,

but only the daily totals of each kind of receipts will appear in the treasury books. All receipts and payments under head (C) will be made on the responsibility of the cashier, whose security must be sufficient to cover any amount in his hands. They will not appear in details in the treasury accounts, but the balance in the hands of the cashier must be noted daily in the cash book, as well as the balances of any other moneys with which he may be entrusted (e.g., permanent advance, or pay of establishment).

NOTE 1.—Fractions of a pie are not to be entered in the Court's accounts, and they should neither be received nor paid. (H. C. Progs., August 1898, No. 35.)

NOTE 2.—To facilitate the checking of accounts, signatures of the payees in respect of unexpended diet money of witnesses and other classes of payments must be dated.

NOTE 3.—Cashiers and others authorised to make disbursements on passed vouchers, should make no payment without a proper pay order of the responsible disbursing officer recorded clearly in ink on the bill or other voucher. No payment should be made on a voucher or order unless it is signed by hand and in ink.

**646.** An exception to rule 645 is allowed in cases where the Court sanctions the payment of money by one person to another and both are present in Court. In such cases the money may be passed direct from the one to the other, the fact being noted in the record of the case (*see*, rule 156). Such transactions are not to appear in the accounts at all. This procedure may conveniently be followed in cases where judgment-debtors are prepared to satisfy the claims of judgment-creditors, where costs are ordered to be paid as condition precedent, or where sums in excess of those paid in Court are to be paid to witnesses.

**647.** Judges will, as far as possible, in their transactions with the public, avoid the direct receipt and payment of money under head (B) of rule 643. Cash must, however, be received—

(a) when the Court is bound by law to accept payment either absolutely or up to a given time (*vide* sec. 55, and Or. 21, rr. 84 and 85), and in every such case the money shall be received even although tendered after the hour prescribed by rule 641(4);

(b) when the proceeds of movable property sold in execution (Or 21, r. 77) are realised after the hour prescribed in rule 641(4);

(c) Any sum deposited under sec. 379 (1) of the Indian Succession Act (XXXIX of 1925), must be received in cash, even though tendered after the hour prescribed by rule 641(4).

**648.** At out-stations cash transactions under head (B) of rule 643 are allowed. Money should, however, be received in cash only when, having regard to the balance in hand (which should not ordinarily exceed Rs. 500), this can conveniently be done. Payments of small sums should ordinarily be made out of cash in hand, but large payments should be made in cash, only if this can be done conveniently, and if it is better thus to disburse the balance of cash in hand than to remit it to the treasury.

**649.** Subordinate Judges and Munsifs exercising Small Cause Court powers, though their Courts are situated within daily reach of a treasury, may, by special order of the High Court, be empowered to receive and pay in cash small sums coming under head (B) of rule 643. The sums so paid shall not in any case exceed Rs. 100 in amount.

**650.** Money under heads (A) and (C) of rule 643 may ordinarily be received in cash in all Courts. As explained in rule 685 repayments under sub-heads (i) to (vi) of head (A) should ordinarily be made only through the treasury. Repayments of deposits in favour of Wards estates or of privileged landlords will be made at the treasury only, and not in cash, but by transfer to the credit of the personal ledger account of the estate or the

privileged landlord concerned [see Note 4 to rule 674 (1) and Note 2 to rule 681 *post*]. Under head (C) payments will ordinarily be made in cash by the cashier on his own responsibility. No refunds should be made on account of sub-head (vii) of head (A).

**651.** Except in the case of Courts at out-stations the whole cash balance must be remitted to the treasury (or to a branch bank, *vide* note 2 to rule 697), as provided by rule 693 below, at the close of each day. At out-stations the entire cash balance must be so remitted on the last day of the month, and from time to time on such other days in the course of the month as may be convenient. Should, however, the cash balance at any out-station be less than Rs. 25 at the end of any month, the officer concerned may send a special report of the circumstances to the Collector of the district and keep the balance in hand for remittance during the following month. Under no circumstances shall the balance of cash in hand be allowed to exceed Rs. 500, unless the special permission of the Court has been secured to accumulate the same up to a higher limit. In the case of munsiffs of masonry construction provided with safes of approved make, the balance of cash may, however, be allowed to accumulate up to a limit of Rs. 1,000.

**NOTE 1.**—The expression “cash balance” or “the balance of cash in hand” means the balance of cash pertaining to heads (A) and (B) of rule 643 and excludes the amount of permanent advance, peremptory cash, establishment pay, etc. (Circular Order No. 15 of 1931).

**NOTE 2.**—When the cash balance at any out-station at the end of the month is not less than Rs. 25 and not more than Rs. 100, it should be remitted to the treasury by money order. (For procedure to be followed in such cases, see Note 3 to Rule 697, *post*.)

**652.** If, after a remittance, and before further cash has come in, payments in cash are necessary, they should be made from the permanent advance.

## CHAPTER 31

### RECEIPT AND PAYMENT OF MONEY.

#### 1. Receipt of Money.<sup>1</sup>

SUB-HEADS (i) TO (r) OF HEAD (A) AND HEAD (B) OF RULE 643

#### Chalans required.

**653.** Payment of sums falling under sub-heads (i) to (r) of head (A) and under head (B) of rule 643 cannot be accepted either in Court<sup>2</sup> or at the treasury, unless the money be tendered with chalans signed by the chief ministerial officer of the Court under whose decree or order the money is tendered. When the amount is to be paid in cash into Court, the chalans shall bear the express order of the presiding Judge directing the cashier to receive the money; when the amount is to be paid into the treasury, the chalans shall bear the express order of the Judge in charge of accounts directing the treasury officer to receive the money. When money is paid into the treasury, or under the sub-heads (i) and (ii) of head (A), into Court, it should be tendered with chalans in triplicate, but in the case of payments into Court under the other heads, chalans in duplicate only are required.

**654.** Any person desirous of paying money into Court, or, in the case of collections made by any officer of the Court, the officer who has realised the money, shall be furnished, free of cost, with the requisite number of forms of chalan [Form No. (A)1], in each of which he must enter in the vernacular or English the particulars required from him. One of the chalans, herein called the original chalan, shall bear the court-fee stamp (if any) required by law.

**NOTE 1.**—Money realised by a peon or the nazir of the Court in execution of a process shall be paid with a single copy of chalan which shall be filed with the record of the case.

**NOTE 2.**—In the case of deposit chalans care must be taken to enter fully the nature of the deposit, the number of the suit or execution case (if any), the name of the person on whose behalf the money is paid in and of the person to whom it is to be paid over, etc.

**NOTE 3.**—No stamp is required for a tender of money which a party is bound to pay into Court in the progress of a suit or to complete a purchase or to deposit decretal amount under Or. 21, rule 1(1), as the Court cannot refuse the tender.

In cases where the payment is voluntary, such as deposits made on account of rent, or by a mortgagor and the like, a stamp should be required; but if the application or petition be duly stamped, a second fee should not be exacted for the chalan.

**NOTE 4.**—In the case of sums deposited under sec. 379(1) of the Indian Succession Act (XXXIX of 1925), the deposit chalans must show that the amount is deposited to the credit of the Judge.

**NOTE 5.**—(a) All payments into Court for deposit under the Land Acquisition Act, 1894, shall be made by means of cheques drawn by the Land Acquisition Officer in favour of the presiding officer of the Court to credit of Civil Court deposits. The transactions will be passed through the Court's accounts in the same way as a deposit in cash.

---

<sup>1</sup>For Supplementary Rules as to receipts under head (A), see rules 740 to 748.

<sup>2</sup>For rules regarding receipt of decretal amount, etc., remitted by money order, see rule 160 *et seq.*

(b) The cheques of the Land Acquisition Officer shall be accompanied by receipts in triplicate in Form No. (A) 33, duly filled up, of which one will be retained by the Court for record, and the other two returned, duly signed, to the Collector. Payments of the amounts deposited shall be made under the rules for the payment of Civil Court deposits.

[N.B.—These receipts should be regarded as chalans and dealt with in the matter of numbering and registration in the same manner as chalans tendered with other civil deposits. It is not intended that there should be a separate register for them, the Register of Chalans being sufficient for the purpose.]

(c) When a Court awards any compensation in excess of the Land Acquisition Officer's award, the further payment due shall also be made into the Court by means of the Officer's award, the further payment due shall also be made into the Court by means followed; Form No. (A) 33, being used with the necessary changes in order to give full particulars of the order of the Court.

(d) Investments under secs. 32 and 33 of the Land Acquisition Act, of money deposited in Court, shall be arranged for, in the case of Government securities, in communication between the Court and the Accountant-General concerned, and purchase of land should be effected under the Court's orders through the Collector or other revenue authority of the district. The Accountant-General will inform the Court what sum should be remitted in order to enable him to make the investment, and this amount will be paid from the deposits in Court.

**655.** The person desirous of paying in the money, having filled up the forms of chalan, shall present them to the chief ministerial officer of the Court mentioned in rule 653. The latter shall then ascertain by a reference to the record of the case or register concerned, that the amount tendered is correct, and is due, from the person on whose account it is tendered, to the person to whom it is stated to be payable, and, after correcting the forms of chalan, if necessary, shall sign Part I. If the money is to be paid into the treasury, the chalans shall be taken direct from the chief ministerial officer of the Court to the accountant. When the money is to be received by the cashier, the chief ministerial officer shall obtain the order of the presiding Judge directing the cashier to receive the amount entered in the chalans. The chalans shall then be taken with the money to the cashier who, on receiving the money, shall enface the chalans with his receipt as prescribed in rule 663 and pass them on to the accountant of the Court or set of Courts.

The accountant shall number the chalans and enter them in a Register of Chalans [Form No. (A) 14]. If the amount be a deposit paid into Court, he shall enter the transaction in the Register of Deposit Receipts also, and fill up Part II of the chalans: If the amount be a deposit to be paid into the treasury he shall obtain the order of the Judge in charge of accounts directing the treasury officer to receive the amount entered in the chalans.

NOTE.—When money is to be paid into the treasury, column 2 of Part II of the chalan will be filled up only in the duplicate copy, after it is received back from the treasury under rule 664(2), simultaneously with the posting of the items in the Register of Deposit Receipts (rule 705).

**656.** The Register of Chalans shall be kept in several parts, the first being set apart for registering all chalans under the sub-heads (i) and (ii) of head (A) of rule 643 as well as those chalans for which money is paid direct into the treasury. There should be a separate part for each of the sub-heads (iii), (iv) and (v) under head (A) and also for payments into Court under head (B) of rule 643, made in accordance with rules 647 and 648. At the close of the day's transactions, consolidated chalans for all receipts recorded in each of the latter parts should be prepared and entered in the first part, numbering them in continuation of the last-serial in it.

NOTE.—For receipts in cash under sub-heads (vi) and (vii) of head (A) of rule 643, see rule 672, *post*.

**Registry of chalans:** Entries to be approved by Judge in charge.

**657.** A separate index number shall be given to each chalan. The chalans entered in each part of the Register of Chalans shall be numbered in a consecutive series, which shall be entered both in the register and on the chalans. The accountant shall be careful to enter in the chalan the particular head or sub-head under rule 643 to which the receipt belongs.

**658.** (1) The register and the chalans shall then be laid before the Judge in charge, and he shall initial each entry as he passes the chalans. If the money be paid into the treasury, the three chalans shall then be returned to the party tendering the money, and shall be his authority to pay the same into the treasury.

(2) When payment is made into Court, one copy of the chalan shall be returned to the person paying the money as his receipt. This receipt shall be produced by him in Court when it is necessary for him to have satisfaction entered upon the record of the case to which he is a party; or when it is necessary to have a sale confirmed or notices issued upon the landlord in cases of rent deposits, or upon the creditor in cases of debt due to a mortgage creditor, and the like. The other copy or one of the two copies of the duplicate or triplicate chalans shall be retained by the accountant of which one copy shall be filed with the record of the case to which the person paying the money is a party, and the other copy in the case of receipts under the sub-heads (i) and (ii) of head (A) of rule 643 sent to the treasury with the pass book.

**NOTE 1.**—For payment into the treasury the order on the officer in charge of the treasury in the lower portion of Part II of the chalan form [Form No. (A) 1] should be signed by the Judge in charge.

**NOTE 2.**—For payments to the cashier of the Court, the above order in the chalan form need not be signed by the Judge in charge but instead of it, the certificate in the lower portion of Part III of the form should be signed by him.

**NOTE 3.**—At subdivisions and out-stations, the Judge in charge may, with the previous sanction of the District Judge, delegate to the chief ministerial officer of his Court the duty of passing chalans, but he will not thereby be relieved of his responsibility.

**659.** No person is required to take out a chalan till he is actually ready to pay in the money for which he takes it, but a chalan, once having been taken out, must be presented without delay. The order to the treasury officer must therefore be limited in its operation to the day upon which the chalan is made over to the applicant, or, if the transaction occurs after the accounts are closed [rule 641(4)], to the next open day. This is distinctly provided for in the form of order. In case of failure to tender the money at the treasury within the time limited, the Judge in charge may extend the time if the cause shown by a written application is considered sufficient.

**NOTE.**—When a chalan is issued on the treasury it may be acted upon till 3 p.m. of the day following that on which it is issued, if so ordered by the Court. But when the chalan is for the receipt of money at the Court it should be restricted in its operation to the day of issue (*vide* Accountant-General's No. 452, dated 9th August, 1882).

**660.** In the case of out-stations, the order to the treasury officer shall be so dated as to allow sufficient time to the payee to reach the treasury, but not more time than is necessary for this purpose shall be granted.

**SUB-HEADS (vi) AND (vii) OF HEAD (A) AND HEAD (C) OF RULE 643.**

**661.** Receipts under sub-head (vi) and (vii) of head (A) of rule 643 (searching, copying or comparing fees, sale-proceeds of forms and other receipts and sale proceeds of old stores and materials) when payable in cash,

shall be tendered in the first place to the accountant, and noted by him in a special register [Form No. (A)15]. The accountant shall enter the name of the tenderer, the amount to be paid, and the number and date in the foil and counterfoil of the register, shall then detach the right-hand portion, and make it over to the tenderer for presentation with the money to the cashier.

**662.** Premptory receipts under head (C) of rule 643 shall be tendered to the cashier direct without the intervention of the accountant. A chalan is not required for such payments.

#### **Receipt of Money by Cashier.**

**663.** The cashier on receiving a chalan in duplicate or triplicate addressed to him under rule 655 or a payment slip issued by the accountant under rule 661, or a tender of money under rule 662, shall accept the money, and at once enter the amount as a receipt in the appropriate cash book, or Per-emptory Cash Register (rules 668 and 670) and then sign the chalan or the payment slip.

**664.** (1) When the chalans have been so enfaced by the cashier with his receipt, they shall be passed on to the accountant, and the subsequent procedure laid down in rules 655 to 658 should be followed. This receipt shall be produced in Court by the person paying the money, when it is necessary for him to have satisfaction entered upon the record of the case to which he is a party; or when it is necessary to have a sale confirmed or notices issued upon the landlord in cases of rent deposits, or upon the creditor in cases of debt due to a mortgage creditor, and the like. Of the two copies of the chalan retained by the cashier, one shall be filed with the record of the case to which the person paying the money is a party.

(2) In the same way, on presentation of the chalan (in triplicate) at treasury, as prescribed above in rule 659, and on payment of the money, the payer shall receive, as an acknowledgment, one of the three chalans signed—by the treasury officer, if the amount be Rs. 500 or more—by the accountant and treasurer, if less than that sum. Of the two copies of the chalan retained by the treasury officer, one copy shall be forwarded to the Judge in charge together with the advice lists referred to in rule 700, in order that it may be filed with the record of the case in connection with which the deposit was made.

**665.** (1) When, under clauses (a) and (b) of rule 647 above, a tender is made of money which must, by law, be received, the payment shall be made direct into Court in case, but only under the express order of the presiding Judge to be recorded in the chalans who shall see that one copy of the chalans duly signed by the cashier and the Judge in charge or the accountant in the manner laid down in rules 658, 663 and 664 (1) reach him and is filed with the record of the case.

(2) The Sale Account Register [Form No. (A)28] shall be filled up in every case under clauses (a) and (b) of rule 647 by the nazir or other officer holding the sale, and shall be presented by him at the close of the day to the presiding officer of the Court under the orders of which the sale has been held.

**NOTE.**—The provisions of the Code of Civil Procedure render it necessary that cash should sometimes be received by the nazir even where sales are held at headquarters, where there is a treasury. It is therefore very important that all Judges should see that the cash so received is duly forwarded to the treasury and credited in account. In cases in which there has been a set off, columns 1, 2 and 3 of the Sale Account Register should be filled in and the words "set off" noted in the column of Remarks.

**662.** In the case of payment slips the cashier shall countersign the slip, which the applicant is to retain as a voucher, and, when a copy has been applied for, his authority to take delivery of the same when ready.

**667.** When money is tendered under rule 662, the cashier shall enter the amount in a bound book of receipt forms [Form No. (A)23] numbered in serial order. Each receipt shall be in duplicate and the office copy shall be prepared simultaneously with the original by means of carbon paper. The original, which shall bear the same serial number as the carbon copy, will be torn off at the perforated line and presented to the payer as his voucher. Each bound book shall contain one hundred forms and before a book is brought into use a book number shall be given in manuscript on the front page of the book and attested with the dated initials of the Judge in charge. This number shall also be noted on every page before the number printed on it by machine. In case the foils and counterfoils are not used or are spoiled they shall be cancelled under the dated initials of the Judge in charge. No copy shall be torn off from the book. The nazir shall also certify on the first page of the book the number of forms it contains. A separate stock book shall be maintained in which the receipts of such books from the press and their issue to the cashier shall be properly accounted for. One book shall be issued to the cashier at a time who shall grant a receipt for it in the stock book. A new book shall be started from the beginning of each financial year, any unused pages of the previous book being marked "cancelled" and signed by the Judge in charge. The number of receipt books in stock shall be verified annually by the Judge in charge.

**NOTE.**—The receipt books and the stock book shall remain with the sheristadar or the accountant as the Judge in charge may direct.

#### **Peremptory Cash Register.**

**668.** To exhibit the peremptory receipts and payments [head (C) of rule 643], for which the cashier is responsible, and of which the accountant keeps no record, the cashier shall maintain a register in Form No. (A)24 in which such receipts and payments shall be exhibited in the appropriate columns. A balance shall be struck at the close of each day and the total shall be written both in words and figures.

**NOTE.**—Money received for payment of postage should be shown along with other peremptory receipts in the cashier's Peremptory Cash Register. (Accountant-General's No. 101.A., dated 26th April, 1881.) As regards postage stamps received. see Note to rule 673.

**669.** At the close of each day the accountant should check the totals of the Peremptory Cash Register, and examine the entires in that book with the counterfoils of the bound book which the cashier has to maintain under rule 667 and with all vouchers, receipts, etc., showing payment or expenditure. He should satisfy himself by such examination that all payments or expenditure are correctly noted against the original items of deposits, and initial the Peremptory Cash Register and each counterfoil and voucher, etc., in token of his having verified and found everything in order. The totals of receipts and expenditure of peremptory cash should be shown in the cash book under rule 670 after such verification by the accountant.

#### **Cash Book.**

**670.** All receipts by the cashier under the heads (A) and (B) of rule 643 shall be entered by him with the necessary details on the receipt side of the cash book, which shall be maintained in Form No. (A)25. At the end of each day's transactions, the total of these receipts will be noted below them, and this total should agree with the total amount in Part I of the Register of



**Chalans** maintained by the accountant (*see*, rule 672). Similarly all payments under the head (B) made by the cashier under rule 688 shall also be entered in detail on the payment side of the cash book. When the transactions under any head or sub-head are large, a subsidiary register for such head or sub-head may be opened in which the receipts and payments shall be entered in detail and the daily total from it shall be posted in the cash book. For peremptory receipts under the head (C) and for contingencies, permanent advance, establishment pay, etc., the daily total of the receipts and payments from the Peremptory Cash Register (rule 668), the Contingent Register, etc., shall then be entered below the above entries in the cash book.

**NOTE 1.**—Being restricted to transactions in actual cash, the General Abstract Cash Book is not to show receipts in the form of court-fee labels, or refunds of the value of these, which, under rule 686 are ordinarily payable only at the treasury.

**NOTE 2.**—But if any refunds are made on account of the value of these stamps out of the cash in the Court [and this is allowable only in the cases contemplated in Note 2 to rule 686], they should be included in the cash book like other payments in cash. (Accountant-General's No. 43-T.M., dated 28th April, 1882.)

**671.** A register in form No. (A)26 shall be maintained by the cashier to show serially the amount of money received by him after cashing bills and cheques from the treasury.

#### Accountant's check on Petty Receipts.

**672.** At the close of each day, the cashier shall submit to the accountant his cash book, and the accountant shall check the entries of receipts under sub-heads (vi) and (vii) of head (A) of rule 643 with those on the counterfoils of the register mentioned in rule 661. The accountant shall then prepare chalans for the total amount of the receipts under each sub-head and enter them in the first part of the Register of Chalans [Form No. (A)14] as an amount received in Court. The total amount in the first part of the Register of Chalans thus completed must agree with the total of the receipts in the cash book under heads (A) and (B).

**NOTE 1.**—The chalan referred to above should be signed by the cashier. (Accountant-General's No. T. M. 503, dated 9th October, 1903.)

**673.** The cashier will then strike a balance in his cash book (to be entered in words as well as in figures). In order that the Judge may see at a glance a statement of all the money in the cashier's possession, details should be entered at the side space of the balance showing the amounts held on each account. The statement may be in the following form:—

Rs. a. p.

General cash balance.....	
Peremptory cash balance.....	
Balance of permanent advance as per contingent register and establishment pay undistributed.....	
Other amounts (which should be explained).....	
Receipts after the day's accounts are closed.....	
Less payments after the day's accounts are closed.....	
Total money in cashier's possession.....	

**NOTE.**—Postage stamps received by way of remittance should not be mixed up with cash receipts. An account should be kept separately in the form of a plus and minus memo., the stamps being added as they are received, and deducted when they are sold or otherwise disposed of, and the balance in hand should be entered daily, as directed above, in the Cash Book.

## 2. Payment of Money.

### Application for Payment.

**674.** (1) Persons desiring to draw money deposited in Court under head (B) of rule 643 and payable to them shall submit to the chief ministerial officer of the Court under whose decree or order the money was tendered, an application in Form No. (A)2 or, in the case of a rent deposit, in Form No. (A)3. One copy of such form shall be supplied free of charge. In this form the applicant shall enter all particulars necessary for the identification of the credit. Any number of deposits made in the same case may be withdrawn on a single application, but the number and date and amount of each deposit must be separately and clearly stated. A separate application must be made for deposits in separate cases.

**NOTE 1**—Separate applications must be filed in respect of deposits made in the same case before and on or after the 15th August, 1947.

**NOTE 2**—The form of application should not be extended by pasting slips of paper.

**NOTE 3**—If the party entitled to the money does not appear in person, the applicant must satisfy the Court that he is duly authorised by an instrument in writing to draw the money for the person so entitled.

**NOTE 4**—The applicant must comply strictly with the terms of the order which the money is claimed. Thus, one of a number of joint decree-holders cannot be allowed to take out what he calls his share in the decretal amount; they must all join in the application unless there has been an order for distribution.

This note is not intended to prohibit the payment of the entire amount of deposit to one of a number of joint decree-holders or to one of joint land-holders on the certificate of the Court under whose orders the money was received, that the amount is payable to him for himself and for all the others, whose names should be mentioned. What is intended to be barred is the payment of this amount in instalments to the several decree-holders separately, unless there has been an order for distribution. (Accountant-General's No. 45-T.M., dated 28th April, 1882.)

**NOTE 5**—In the case of an application for payment of a deposit in favour of a Wards estate, or of a privileged landlord, which will be paid not in cash, but by transfer at the treasury to the personal ledger account of the estate or the privileged landlord concerned (see Note 2 to rule 681), the Manager of the estate or the said privileged landlord or the duly authorised agent, of either, as the case may be, in making his application, should insert the words "by transfer" in column 6 of Part 3 of the Form (A) 2. If the personal ledger account of the estate or the privileged landlord is maintained at a treasury other than that at which the repayment of the deposit is to be made, a money order form duly filled in in favour of the treasury officer who maintains the account should accompany the application, in order that the amount may be remitted, less money order commission.

(2) In cases in which court-fee stamps are purchased by the nazir from deposits, the final order for the payment of such deposits must contain a direction to the treasury officer to pay the amount in stamps to the nazir of the Judge, to whose credit it was deposited, and to transfer the amount of deposit to stamp revenue.

**NOTE 1**—A duplicate of the application need not be filed with the record. And that is necessary is that, before passing on the application to the accountant, the chief ministerial officer shall note the order for the payment on the records of the case, so that a second claim for the amount may not be passed. (Accountant-General's No. 98, dated 3rd July, 1883.)

**NOTE 2**—This rule should not be held to apply to outlying munsifs, at places where there is no treasury. In such cases the Munsifs should purchase stamps from local stamp-vendors, for cash, out of the deposit money in their hands. (H. O. Progs., June 1892, Nos. 466, 467.)

(3) The chief ministerial officer of each Court shall maintain a register in Form No. (B)38 with the object of checking the prompt disposal of the applications referred to in clause (1) of this rule. Columns 1 to 5 of this register shall be filled in as soon as an application is received, and every subsequent step in dealing with it under rules 675 and 676 shall be recorded in the

remaining columns. All applications should ordinarily be disposed of and payment orders made over to the applicants as soon as possible but not later than seven days from the date of their filing in Court. The chief ministerial officer of the Court should daily make a list of payment orders sent to the accountant from column 11 of the register and forward it to him for noting the dates of issue of the application from the Accounts Department. This list shall be returned by the accountant within two days of its receipt, and from it the dates of making over the payment orders to the applicants shall be noted in column 13 of the register.

**NOTE.**—Applications for payment order shall be dealt with in their chronological order, unless otherwise directed by the Court.

#### Audit of Application.

**675.** The chief ministerial officer shall compare the application with the record of the case, and carefully test the validity of the claim. If he finds that the name of the payee has been correctly given, and that there is no objection to the payment of the money on the ground of attachment or otherwise recorded under rule 678, he shall make enquiry as to the identity of the applicant, and, if satisfied of such identity, shall sign the certificate at the foot of Part I of the application, and after obtaining the signature of the presiding officer to it, pass on the application so signed to the accountant of the Court or group of Courts. Such accountant shall compare the contents of the application with the Register of Deposit Receipts, and shall satisfy himself that the amount as shown has been received and is still unpaid, that the name of the claimant corresponds with the name of the payee entered in the register and that no order for the attachment of the money has been recorded under rule 678 and is in force. If the deposit has been transferred to the Clearance Register (rules 727 and 728) such Clearance Register shall be deemed to be the Register of Deposit Receipts within the meaning of this rule and rules 680 to 683.

**NOTE 1.**—The chief ministerial officer will enter in the order-sheet of the record of the case a note that payment order has been issued, so that a second claim for the amount may not be passed. This note should be signed by that officer and also by the presiding Judge.

**NOTE 2.**—In dealing with an application for payment order in connection with an item of "Peremptory Cash" which has been transferred to "Civil Deposit", the payee's bill filed in and sanctioned by the Court concerned, which is subsequently filed by the claimant or otherwise passed on to the Judge in charge, shall be forwarded by the Cashier along with the application to the Accountant who shall satisfy himself that the claimant is the actual payee and that the number of the item sought to be withdrawn and quoted in the application for payment order tallies with that recorded in the Deposit Register and is still unexpended. The Accountant shall also, at the time of every payment from the deposit, note down in column 5 of the Deposit Register against the item just going to be repaid the date and amount of each payment, in addition to the note of payment in the outer columns for recording particulars of repayment.

**676.** If the record of the case has been despatched to the District Record Room under the orders of the High Court relating to the periodical despatch of records by subordinate judicial officers (rule 395) the presiding officer of the Court to which the application is made, shall forward it to the District Judge, whose record-keeper will certify, under countersignature of that officer, that a specified sum of money is due to the applicant, and that no order for the attachment of the money has been recorded under rule 678. On receipt of such certificate, the chief ministerial officer of the subordinate Court shall make enquiry as to the identity of the applicant, and, if satisfied of such identity, shall sign the certificate at the foot of Part I of the application and further deal with it in the manner prescribed by rule 675.

**NOTE 1.**—The application with the certificate shall be sent back by the record-keeper to the Court from which it was received with as little delay as possible but not later than a week from the date of its receipt. No application shall be returned without the certificate on the ground that the description of the record as given by the applicant is inaccurate in some respects if the particulars given are sufficient to identify the record or if there are means of finding it out. If an application is so defective that it cannot be dealt with under this rule, it shall be promptly returned with a note giving definite information regarding the particular defect or error.

**NOTE 2.**—The record-keeper will enter in the order-sheet of the record of the case, a note that payment order has been issued, so that a second claim for the amount may not be passed. This note should be signed by that officer and also by the District Judge, or by such judicial officer at headquarters as the District Judge may appoint for the performance of this duty.

**NOTE 3.**—See rule 597, regarding the postage for such documents.

**NOTE 4.**—If the amount certified by the record-keeper of the District Record Room does not agree with the amount stated in the application, the chief ministerial officer of the subordinate Court should require the applicant, if satisfied with his identity, to submit an amended application on which the payment order may be issued.

**NOTE 5.**—For the purpose of this rule the term "record-keeper" includes the ministerial officer who may be placed by the District Judge in charge of the record room in an outlying station, where there is any (see, Note to rule 404).

**677.** Where the record connected with an application for payment order has been destroyed under the rules, the Court may, in order to satisfy itself that the amount is due, require the applicant to file an affidavit in support of his application.

**NOTE.**—The application for payment order and the papers filed therewith under the above rule shall be preserved in the Court's office for one year from the date of the passing of the payment order.

**678.** An order of attachment passed by any Court on the money in deposit in a case in the same Court or in another Court, shall, on communication, be forthwith recorded on the order sheet of the case or proceeding concerned under the signature of the presiding Judge of that Court and also against the corresponding entry in the Register of Deposit Receipts under the signature of the Judge in charge. If the record of the case has been despatched to the District Record Room, intimation of the attachment shall be forthwith sent to the Judge in charge of the District Record Room. The Judge in charge shall thereupon cause such information to be noted in the order sheet of the case under the signature of the record-keeper and under his counter-signature.

**NOTE.**—If intimation is subsequently received of the failure or withdrawal of the attachment, the same procedure should be followed in recording the fact on the order-sheet of the case concerned and the Register of Deposit Receipts.

**679.** If the application for payment is found to be incorrect or defective, the accountant shall note the error or defect, and return it, with as little delay as possible, to the applicant for correction by him, or for reference by the applicant to the Court.

#### Payment Orders and Registry.

**680.** If the application is found to be correct, and the deposit has not lapsed, the accountant shall fill up the second part of the application form, post the transaction in the Register of Payment Orders [Form No. (A) 16], number it with its proper index number, and make the requisite entry in the Register of Deposit Receipts. Finally, the application, with the Register of Payment Orders, and the Register of Deposits, shall be laid before the Judge in charge.

## Approval by Judge in charge.

**661.** Before passing the application for payment, the Judge in charge shall satisfy himself, in the first instance, that the requirements of rule 675 have been complied with. He shall further satisfy himself, by personal inspection of his Register of Deposits, that the balance at credit of the particular deposit is sufficient to meet the repayment, and that no order for the attachment of the money has been noted. If the result of his scrutiny is satisfactory, he may sign the order for payment of the amount either from the local treasury or from his Court, as prescribed above in rules 647 to 660 and shall attest with his initials the note of the order of repayment made in the Register of Deposit Receipts. He shall also initial the entries in the Register of Payment Orders [Form No. (A)16]. The payment order shall then be made over to the applicant, after obtaining his dated signature in the remarks column of the Register of Payment Orders, for presentation to the cashier if the money is to be paid in Court, or to the treasury officer, if it is to be paid by such officer.

**NOTE 1.**—When signing payment orders, the Judge in charge should see that undue delay has not been made by the chief ministerial officer or the accountant in dealing with the application, or that preference has not been given to applicants of later dates. [See also, rule 674(3).]

**NOTE 2.**—Deposits in favour of an estate under the management of the Court of Ward should be paid not in cash from the Court, but at the treasury by transfer to the credit of the personal ledger account maintained there for the estate concerned. The payment order should therefore be addressed to the treasury officer and should authorise him to “pay as above by transfer credit to the personal ledger account of Wards estate,” or (if the personal ledger account of the estate is maintained at a treasury other than that from which the repayment of the deposit is made, in which case a money order form, duly filled in in favour of the treasury officer who keeps the account for the amount less money order commission, must accompany the application) to “pay as above by transfer credit to post office in order that the amount may be remitted, less money order commission, to the treasury officer, for credit to the personal ledger account of Wards estate.

The above procedure will also apply in cases of payment in favour of privileged landlords who have been permitted to maintain personal ledger accounts of their own in the treasury.

**662.** When the money sought to be withdrawn is in deposit, not in the Court to which the application is made, but in another Court,—as for example, where two or more Courts at one station are combined for the purposes of accounts,—in every such case the duty of the Court to which the application is made shall be merely to receive such application and forward it to the Court which holds the deposit, for examining the record of the case and furnishing a certificate as provided in rule 675, that the applicant is the proper party to receive payment of the amount claimed. In any case in which the amount has been transferred from the credit of the original payee to that of the claimant this fact should be stated. This certificate shall be compared with the Deposit Register in the office of the Judge in charge. Such register, if the sum is shown therein to be in deposit, will inform the Judge whether there is any bar to payment. If there is no such bar, the payment order may be issued by the Judge in charge, and the fact of its issue shall be communicated to the Court upon whose certificate the application was passed, in order to enable it to enter satisfaction for the amount upon the record of the case.

**NOTE 1.**—The certificate should be given on the payment order, that is to say, in the tripartite Form No. (A) 2, Vol. II, at foot of Part I, in the place intended for it and the Note to rule 675 observed; and in recording the payments in the Register of Repayments, particulars may be entered as to the Court under whose orders the payments have been made. (Accountant-General's No. 331-T.B., dated 5th September, 1881, read with his No. 42-T.M., dated 28th April 1882.)

**NOTE 2.**—When money realised under the decree of one Court is attached at the instance of another Court, the application for payment should be made to the Court attaching the money. Such Court, after receiving the application should forward it to the court which holds the money, and if there be no objection to the payment of the money to the applicant, the latter Court should deal with it under this rule, or if the record of the case has been despatched to the District Record Room, under rule 676. The Court so dealing with the application should also report to the attaching Court, or, if the application has been dealt with under rule 676, also the District Court, that the amount claimed has been transferred from the credit of the original payee to that of the claimant.

**NOTE 3.**—When monies in different cases realised under the decrees of one Court, are attached at the instance of another Court in a single case, in case of the withdrawals of the amounts so attached, separate applications should be made.

### Lapse of Order.

**683.** (1) An order for payment from the local treasury is valid for ten days only, and may not be cashed after the expiry of ten clear days subsequent to the date thereof. An order which has not been paid within ten days as aforesaid may be presented to the Court which issued it, and such Court may re-engage thereupon a new payment order, which shall remain valid for ten clear days immediately after the date thereof. When the last day of any such period of ten days is a day on which the treasury is closed, the order may be cashed on the day on which such treasury re-opens.

**NOTE.** An order for payment of money at the Court should be restricted in its operation to the day of issue. And when money is to be paid immediately, the order of payment should be issued on the cashier of the Court (*vide* Accountant General's No. 152 dated 9th August, 1882.)

(2) All orders as aforesaid should be included in a "Daily Advice List" in Form No. (A)8 to be issued by the Court making the order to the local treasury where the cheque is to be paid. The certificates for refund of the value of court-fee stamps should also be entered in this list (*vide* rule 686 *post*).

(3) When the treasury accounts are closed on the 31st day of March in each year, every order for payment issued on or before that date shall lapse absolutely; and treasury officers are forbidden to cash after the 31st March orders issued on or before that date. An order which has lapsed under this clause cannot be renewed, but a new order may be obtained upon delivering up the old order and making a fresh application under rule 674.

**NOTE.**—Judges should warn persons who apply for orders at the end of March of the effect of this rule, and tell them to wait till April 1st, unless they mean to cash immediately any order that they may obtain.

(4) Immediately after the 31st day of March in each year, the Judge in charge shall ascertain what payment orders issued on or before that date are still uncashed and shall mark them off under his initial in the Registers (1) of Payment Orders, and (2) of Deposit Receipts as "cancelled under rule 683 (3)."

### Lapsed Deposits.

**684.** When an application is made to draw money at credit under a deposit which has lapsed under rule 734, but the payment of which is otherwise unobjectionable, the accountant shall prepare a special form of application [Form No. (A)4], which, when passed by the Judge in charge after the examination prescribed by rule 681, shall be dealt with under rule 737.

### Refunds under Head (A) of Rule 643.

**635.** When an application is made for the refund of a fine or a miscellaneous receipt [a receipt under head (A), rule 643], the payment order shall be prepared by the accountant in Form No. (A) 5 after checking the application by a reference to the Fine Register or Register of Judicial Deposits (other than civil deposits and peremptory receipts) rule 740); and the Judge in charge at the time of passing the refund order, shall note the repayment against the entry of the receipt in such register. The payment order shall also be noted in the Register of Payment Orders [Form No. (A) 16] and initialled by the Judge in charge. No refund should be made from the receipts on account of sale-proceeds of old stores and materials.

**NOTE 1.**—As regards stamp duty and penalties, see rule 743. While they may be realised in Court, it will be observed that under sec. 39 of the Stamp Act, they can be refunded only by the Collector. Form No. (A) 5 should be used for certificates for refund. For refunds of the value of court-fee stamps, see following rule.

**NOTE 2.**—Refunds under sub-heads (ii) to (vii) of head (A) of rule 643 can be made only through the treasury.

**636.** (1) Application for the refund of the value of court-fee stamps is to be made to the chief ministerial officer, who shall compare the application with the record, and if he finds that a refund is due, shall draft a certificate of refund on the back of the paper to which the court-fee stamps are affixed. The papers shall then be passed on to the accountant, who shall prepare a certificate in Form No. (A) 6 and shall enter the particulars in the Register of Payment Orders [Form No. (A) 16]. The application with the other papers and the register shall then be laid before the judicial officer, who, if satisfied that the proceedings are in order, may sign the certificate of refund on the back of the stamped paper and the certificate in Form No. (A) 6 and initial the entry in the register. The certificate in Form No. (A) 6 shall then be made over to the applicant for presentation at the treasury.

(2) If the record has been despatched to the District Record Room, the application for refund shall be forwarded by the presiding officer to the District Judge and it shall be dealt with by the record-keeper in the same way as chief ministerial officer of the Court.

**NOTE 1.**—Entries in the Register of Payment Order [Form No. (A) 16] in the case of refunds of the value of court-fee stamps must be made in red ink.

**NOTE 2.**—In outlying stations where there is no treasury, the certificate granted by the Court in Form No. (A) 6 shall be presented to the Cashier of the Court if the amount for refund does not exceed Rs. 10 and the cashier shall make the refund out of the permanent advance recouping the amount so refunded by presenting a bill to the treasury accompanied by the certificates granted by the Court. Such payments by the cashier should be charged in the Cash Book (see Note 2 to rule 670).

**NOTE 3.**—When court-fees realised in stamps (e.g., process fees, custody fees, costs of transmission of records, etc.) have not been spent or processes, etc., have not issued, the Court may, on the application of the party concerned, and if it is satisfied that the application may be granted, issue a certificate in Form No. (A) 6 certifying that the party is entitled to a refund of the unspent fees, and the party may present the said certificate to the Revenue authorities in accordance with Rule 35A of the Bengal Stamp Manual.

**NOTE 4.**—Applications for the refund of the value of court-fee stamps on account of unspent process fees, etc., need not be stamped [vide section 19(xx), Court-fees Act].

**NOTE 5.**—In any exceptional case in which the paper to which the court-fee stamps are affixed has been destroyed under the rules for the destruction of records (See rule 458), the Court concerned should, before issuing a certificate for refund in Form No. (A) 6, satisfy itself that the amount claimed is due and record the proceeding on the application for refund, which may be filed.

**NOTE 6.**—The procedure laid down in this rule is for the refund of the value of court-fee stamps when application for such refund is made to a Court which keeps its own accounts (see rule 682). (Accountant-General's No. 324, dated the 16th June 1881.)

Where there are two or more Civil Courts at one station, the Judge in charge, i.e., the officer in whose Court the combined accounts of all the Courts at the station are kept, should sign the certificate of refund (Accountant-General's No. 155-A., dated 30th April, 1881) and initial the Register of Payment Orders.

**NOTE 7.**—A list of the certificates for refund of the value of court-fee stamps issued under this rule should be prepared in Form (A) 8. Civil Rules and Orders, and promptly sent to the treasury [vide rule 683 (2) ante].

**687.** In so far as the accounts system is concerned, it is invariably necessary to trace each item of payment under the Court's orders back to its corresponding item of receipt; in other words to connect each item of a Court's debit in the treasury with the corresponding item of credit, however far in time the two may be separated from each other. Accordingly the Court must take care to furnish itself and the treasury with the necessary particulars for this purpose.

#### Payments by Cashier.

**688.** (1) In the case of payment orders directed to the cashier, the payment must be entered by the cashier in the cash book, the payment order being retained by the cashier as his voucher.

(2) All repayments from peremptory receipts shall be made by the cashier only on production of a certificate of the Court which directed the amount to be received on an application made for the purpose, that the repayment sought should be made to the claimant. This certificate is to be retained by the cashier as his voucher and preserved for five years.

**NOTE 1.**—The cashier should cancel the vouchers, as soon as he pays them, by writing on the face "Paid" with his initials. A "Paid" stamp should not be used, as that indicates the subsequent discharge at the treasury.

**NOTE 2.**—Payment of Civil Court the deposits out of miscellaneous receipts due to Government when receipts on account of Civil Court deposits in hand fall short of the amount passed for payment is not permissible under T. O. 7. At outlying stations when it is inconvenient for a claimant to proceed to the treasury to obtain repayment of a deposit, the Judge in charge of the accounts may pay him in cash, provided there are in the Court funds sufficient whether of current deposit receipts or of the office permanent advance (vide, rule 1 to Art. 215, C. A. Code, Vol. I, and rule 652 ante).



## ACCOUNT-KEEPING, REMITTANCE AND DEPOSIT REGISTERS.

### 1. Account-keeping.

#### Courts near Treasuries.

**689.** In Courts situated within daily reach of a treasury, the accountant shall, after the close of business each day, make the proper entries in the Treasury pass book [Form No. (A) 17], showing in detail the sums received from and paid to the public in cash. The receipts shall be entered on the right-hand side, and are to consist of the sums entered in column 5 of the first part of the Register of Chalang [Form No. (A) 14] headed "Amount received in Court. The payments shall be entered on the left-hand side, and are to consist of the sums shown in column 5 of the Register of Payment Orders [Form No. (A) 16] headed "Amount cashed in Court."

*NOTE.*—The remittances to the treasury at the close of each day, as well as each payment to the public, must be entered in column 3 of the form of pass-book No. (A) 17. To facilitate the calculation of the amount to be remitted to the treasury at the close of each day's business, two lines are provided in the form, one to show the total of receipts and payments at the court, and the other, the total for the day according to the receipt and payment sides. The receipts and payments at the Court being first entered and added up, the difference between the total of receipts and that of payments will, if the receipts exceed the payments, be entered on the left side as remittance to the treasury, or if the payments exceed the receipts on the right side as remittance from the treasury. The total for the day will then be made up for both sides which will agree together. The number of the chalan or payment order, on the back of which the amount to be remitted to, or received from, the treasury is noted (*see*, note to rule 693) may be shown against the entry made below the total of payments or receipts, but the head of account need not be noted in the pass-book against the entries, nor need the entries be initialled by the treasury officer.

**690.** Every chalan recorded in the first part of the Register of Chalang and every payment order for money received or paid at Court under heads (A) and (B) of rule 643 shall be shown in detail in the pass book, and the head of account shall be noted against each, so as to enable the treasury officer to bring the transactions in detail upon his account, and classify them correctly.

Page 233, Rule 690—

After Note 3 to the rule insert the following rule:—

**690A.** (1) At the end of the month, the Judge in charge shall send to the treasury a memorandum, in the following form, relating to transactions

the Judge in charge shall examine the accounts by comparing (1) the registers of Chalang and Payment Orders (amounts received and paid in Court) with the cashier's Cash Book; (2) the Treasury pass book, with both; and (3) the balances shown in the Peremptory Cash Register, with those shown in the general abstract cash book. He shall also verify daily the balance in the hands of the cashier, and see that it agrees with the balances shown in the cash books.

on acc  
(A)24

Memorandum

## 2. Remittance.

### Daily Remittances.

692. (1) The balance of the cashier's account in respect of peremptory receipts should be observed every day in passing the cash book. To prevent excessive accumulation under this head, the Judge in charge shall fix the maximum amount that may be allowed to remain in the hands of the cashier on account of peremptory receipts in consideration of the requirements of the station and the amount of security furnished. Whenever, the balance shown in the Peremptory Cash Register exceeds the maximum so fixed, the Judge in charge shall cause the excess to be transferred to civil deposit. The oldest item or items not likely to be soon repaid should be transferred to civil deposit when transfers are thus effected. Amounts so transferred shall be treated in the same manner as money received in Court, and the date, number of chalan and the total number transferred shall be entered in the cashier's cash book both on the credit and the debit sides, details of such transactions being also entered on the credit side of the Peremptory Cash Register. A single chalan in Form No. (A) 1, shall be prepared under rule 672 by the accountant and signed by the cashier for the sum so transferred, specifying in detail on the back of the chalan the items, numbers and amounts of the individual receipts of which the sum transferred is composed and the individual items noted by the accountant in the Register of Deposit Receipts, item by item, to facilitate check at the time of repayment of deposits. Columns 1, 2 and 3 of Part I of chalan will be left blank; in column 4 will be entered "peremptory cash as detailed on the reverse" and in column 6 will be entered the number of each item in the Peremptory Cash Register. Similar entries will be made in columns 3 and 4 of Register No. (A) 14—Chalan Register—and in columns 4 and 5 of Register No. (A) 18 (i) or 18(ii) as the case may be. Should the money be subsequently claimed, it shall be paid to the claimant according to the procedure prescribed for the payment of deposits, the certificate on the payment order required under rule 675 being given by the cashier after reference to the Peremptory Cash Register where the payment order should be noted and the entry signed by the Judge in charge. If such sums remain in deposit for three years they must be carried to credit of Government under rule 734, relating to lapsed deposits. For payment of any item of peremptory receipts from lapsed deposits the procedure laid down in rules 737 to 739 should be followed.

(2) The total of the peremptory cash in the hands of the cashier should always agree with the total of all the items of peremptory receipts appearing in the Peremptory Cash Register as neither paid nor refunded nor transferred to civil deposit. In order to exercise an effective check over this a list of undisbursed amounts shall be prepared half-yearly and verified with the actual cash balance in the hands of the cashier. If at any time the totals are found to disagree, the Judge in charge should forthwith make an investigation and get the discrepancy reconciled. The Judge in charge shall certify that the total of the list tallies with the actual cash balance.

NOTE 1.—All unpaid amounts of peremptory receipts which were received during the financial year preceding the year which has ended, shall on the 1st of April be transferred to civil deposit in the manner prescribed in this rule.

NOTE 2.—If for any special reason, e.g., on a sale day, the amount of cash balance in the cashier's hand exceeds Rs. 5,000 in the district headquarters and Rs. 2,500 in other stations, special arrangements should be made for guarding the cashier's strong room.

NOTE 3.—Applications for payment orders for refund of unspent amounts in the peremptory cash transferred to civil deposit need not be stamped with any court-fee.

(1) Having initialled the accounts of the day and signed the cash book, the Judge in charge shall send the pass book to the treasury (or to a branch bank, *vide* note 2. to rule 697) together with the net amount in cash, and a single chalan for the total receipts under Civil Court deposits, and separate chalans for receipts falling under the sub-heads (i) and (ii) and consolidated chalans for the receipts under each of the sub-heads (iii) to (vii) of head (A) in rule 643, as well as all payment orders. This remittance must be entered in the cash book as a payment of the day on which it is made. Separate chalans received from parties in respect of deposit receipts and receipts under the sub-heads (i) and (ii) of head (A) should be retained in the Court.

(2) It is important that this be done before the business of the new day commences, and the cashier should have in hand, after each such remittance, only the balance of the peremptory cash transactions and the other balances referred to in rule 673.

**NOTE.**—The total of chalans of the day for money received in cash by the Court, minus the total of payment orders cashed, at the Court, will represent the balance of cash to be remitted to the treasury. The amount so remitted will be noted on the back of the last chalan entered in the pass-book [Form No. (A) 17], in order to avoid the separate chalan which otherwise would be required by the treasury officer.

#### Courts not near Treasuries.

**694.** At out-stations, the cash book shall be balanced as prescribed above, and the balances, both that of the receipts and payments under heads (A) and (B) and that of peremptory transactions, shall be carried forward to the next day's account. The accounts shall be balanced, compared, and signed every day in the manner prescribed in rule 691, save that instead of comparing the Treasury pass book with the accounts, the Judge in charge shall see that the Court balances are brought forward, and shall, ascertain that the money is actually in possession of the cashier.

#### Periodical Remittances.

**695.** On the day fixed by the District Judge for closing the accounts of the month (*see*, rule 709), and from time to time as occasion may arise (*see*, rule 651) the Treasury pass book shall be made up, showing all receipts and payments at the Court since the last remittance to the treasury (or to a branch bank, *vide* note 2 to rule 697). Its accuracy having been tested, it shall be forwarded to the treasury with a single chalan for the total receipts under Civil Court deposits and separate chalans for receipts falling under the sub-heads (i) and (ii) and consolidated chalans for receipts under each of the sub-heads (iii) to (vii) of heads (A) in rule 643, as well as all payment orders. If the receipts have exceeded the payments, the cash excess shall be sent to the treasury; if the contrary, the cash deficit shall be received from the treasury; in either case the cashier will have, after the completion of the transaction, in addition to the balance of peremptory cash transactions, only the permanent advance allowed to the Court for carrying on its payments at a distance from the treasury.

**NOTE.**—As the treasury does not keep a detailed record of the deposit receipts, it will suffice if the gross receipts are communicated to it with a single chalan and the separate receipts received from the parties are retained in the Court.

to the rule [as amended by Circular Order No. 1 (Civil) of  
the following:—  
"Note 2.—In case of any remittance to a branch bank direct, it should  
be seen that the receipt of the remittance is acknowledged in the  
pass book by the Head Cashier of the bank."  
L. 63, dated the 27th November, 1963. Circular Circular No. 3 (Civil) of  
1961.]

235

fixed  
come  
rule  
those

**Page 235, Rule 697—**

*For the existing Note 2 to the rule substitute the following:—*

**"Note 2.**—In case of any remittance to a branch bank direct, it should be seen that the receipt of the remittance is acknowledged in the pass book by the Agent when the amount remitted exceeds Rs. 10,000 and by the Head Cashier of the bank when it does not exceed Rs. 10,000".

By order of the High Court,  
B. K. PANDA,  
*Registrar, Appellate Side.*

Memo. No. 1322R.O. to 1336R.O.

(Copy forwarded to the District Judge of..... /Chief Judge, City Civil Court, Calcutta, for information and guidance and for communication to and guidance of the courts subordinate to him.

HIGH COURT,  
ENGLISH DEPARTMENT,  
CALCUTTA;  
*The 24th February, 1960.*

By order of the High Court,  
P. K. BHATTACHARYA,  
*First Assistant Registrar.*

**Treasury Advice List.**

**700.** At the close of business each day, the treasury officer, whether sadar or subdivisional, shall prepare Advice Lists, in Form No. (A) 9, of all such chalans and payment orders of each Judge in charge as have been brought upon the treasury accounts in the course of the day, and shall forward them to such Judges in charge respectively together with the chalans referred to in clause (2) of rule 664. In these lists shall be entered in detail such chalans and payment orders as have been received or paid at the treasury or sub-treasury in cash, while those brought into the treasury account from the pass book (rule 693) shall be included in a

single total on each side, with the description "as per your pass book dated—."

**NOTE 1.**—The despatch of daily Advice List from the treasury should be insisted upon by the Judge in charge and any delay in the matter or non-observance of this rule should be promptly brought to the notice of the authorities.

**NOTE 2.**—If the Court is close to the treasury, so that the Judge's registers referred to in rule 702 can be sent daily to be compared and initialled by the treasury officer, this procedure may be adopted in lieu of the daily Advice List, if found more convenient.

**701.** The list prepared at the sadar treasury for the District Judge shall include, besides the moneys received and paid on account of the Judge's own Court, those transactions also which belong to his subordinate Courts. These amounts, however, need not be entered in detail but may be included in a single total of receipts and of payments for each Court, including pass book transactions brought into account.

#### Comparison by Judge.

**702.** On receipt of this Advice List, the Judge in charge shall cause the particulars of the chalans and payment orders shown in it to be compared with the details recorded in his Registers of Chalans and Payment Orders [Form No. (A) 14 and No. (A) 16], and shall further cause the date of actual credit and payment, as certified by the treasury officer, to be entered in the column prescribed for that purpose.

**703.** These entries must be initialled by the Judge in charge when he checks the posting in the Deposit Registers, as prescribed in rule 705.

### 3. Deposit Registers.

#### Separation of Petty Deposits.

**704.** Two Registers of Deposit Receipts shall be kept in Forms No. (A) 18 (i), (A) 18 (ii), and two of deposit repayments in Forms No. (A) 19 (i), (A) 19 (ii). One of these shall be termed the Register of A deposits, and there shall be entered therein all deposits originally exceeding Rs. 5. The other shall be termed the Register of B Deposits, and there shall be entered therein all deposits not originally exceeding Rs. 5. Both registers shall be kept in the same form and shall be posted in the same manner, but with separate series of numbers (see next rule), distinguished by the initial letters A and B, respectively.

#### Posting.

**705.** On the day on which the Treasury advice list is received (rule 700) the deposit register shall be posted. Transactions at the treasury shall be written up from the advice list below the entries made under rule 655 on the date on which the advice list is received. The date of payment into the treasury and also the date of posting the transaction shall be entered in the deposit register. The entries in the advice list shall be compared with those in Registers Nos. (A) 14 and (A) 16.

**NOTE.**—The date of granting the payment order should be entered on the repayment columns in the Register of Deposit Receipts, and the date of actual payment in column 4 of the Registers of Deposit Repaid.

#### Registers of Receipts.

**706.** All items of deposit in these registers must, as directed above, be numbered in an annual consecutive series of numbers commencing on 1st April, and ending with the last day of March in each official year. Only the first eight columns shall be filled in at first, the other columns being intended for the record of subsequent repayments.

## Notes of Claims, etc.

**707.** As it is important that the Deposit Registers in the accountant's department should set forth in respect of each item all information necessary in order to deal at once with applications to draw money, all attachment, processes, and transfer orders relating to decrees, and all orders as to the substitution of parties which affect decretal and other moneys in deposit shall be noted at the time in the Deposit Register. The Sheristadar, or some other specified subordinate under his supervision, shall be made responsible for this duty.

**NOTE 1.**—It will be the duty of the clerk in charge of the record containing the order regarding attachment, transfer, substitution, etc., to send it to the accountant as soon as possible after he receives it, for being noted in the Deposit Registers. But this does not relieve the Sheristadar of the responsibility for seeing that the duty has been performed.

**NOTE 2.**—Whether the Sheristadar's responsibility is or is not to end with the communication to the accountant or accountant's muharrir is a matter left to the discretion of each Court, but some specific order should be recorded.

## Registers of Repayments.

**708.** The Registers of deposit repayments [Forms No. (A) 19 (i) and (A) 19 (ii)] shall be posted from the Treasury Advice List and the Payment Order Registers, as directed above.

## Closing for the Month.

**709.** (1) The Registers of deposit receipts and deposit repayments in Courts at a sadar station shall be totalled and closed on the last day of each month upon which the sadar treasury remains open, and in subdivisional stations on the day on which the accounts of the subdivisional treasury are finally closed for the month, in such a way that the period and the transactions included in the Court's books and returns may correspond exactly with those included in the treasury books and returns. At outlying stations at which there is no sub-treasury, the Register of Deposit Receipts shall be closed on such date as may be fixed by the District Judge so that the monthly statements may reach his office before his accounts are closed for the month.

(2) Care must be taken to make the final remittance to the treasury in such time that it may be entered in the accounts of the treasury for the month to which it belongs.

(3) In each of the Registers of Deposit receipts prescribed by rule 704, a *plus* and *minus* memorandum must be drawn up at the end of the month's entries in the following form:—

Balance of deposits from last month	...	•	...	...
Received during the month, as per register	...	...	...	...
			<b>Total</b>	•...
Repayment, as per register	...	...	...	...
Balance of Deposits at end of month	...	...	...	...

## CHAPTER 33

### CONTROL OVER COURTS, RETURNS AND LAPSED DEPOSITS.

#### 1. Control over Subordinate Courts.

##### Responsibility.

**710.** Every Judge is responsible for all payments of deposits made on his certificate or under his orders. In the case of receipts and payments of petty or B deposits no detailed check is exercised over his proceedings, the accounts which he is required to render of these showing totals only. In the case of A deposits, however, all sums received, and not paid out during the month in which they have been received, and the balance of such of these deposits as have been partly paid out, must be reported to the District Judge, and must be included in that officer's accounts, and in his return to the Accountant-General.

**NOTE.**—If the District Judge thinks it absolutely necessary, he may delegate the duty of passing chalans to the chief ministerial officer of his Court, and place any of the officers subordinate to him in charge of accounts, in the same way as a Deputy Collector is placed in charge of a treasury, but on the distinct understanding that the District Judge will not be relieved of the responsibility for the due accounting of all money received and paid. All returns will be signed by the District Judge. (Accountant-General's No. 141-A., dated 26th April, 1881.)

##### Daily Return of Subordinate Court.

**711.** Every day, after the Treasury Advice has been received, and the Deposit and other registers have been written up and checked with it, two statements showing the transactions of the date to which it refers shall be prepared by the Judge in charge and forwarded to the District Judge. The first of these statements [Form No. (A) 10] shall show the total amount of the entries in the Deposit Registers and the totals of all other transactions brought on the registers (*see* rule 777). The second shall be an extract from Part I of the Register of Deposits Repaid [Form No. (A) 19], giving the particulars of repayments on account of deposits received during the previous months. At the foot of the first statement the Judge in charge shall certify "that he has examined the Registers of B Deposits and found them to be written up to date and to be in order."

**NOTE 1.**—These returns are intended to exhibit actual receipts and payments, which are therefore to be compiled from the Deposit Register, and not from registers of chalans and Payment Orders. •

**NOTE 2.**—The subordinate Courts referred to in rules 710 and 711 are those which keep their own accounts and the accounts of other Courts as well, *vide* rule 682 (Accountant-General's No. 141-A., dated 26th April, 1881.)

**NOTE 3.**—The advices of the payments of deposits appertaining to the subordinate Courts at the sadar station should be issued from the District Judge's Court. (Accountant-General's No. 141-A., dated 26th April, 1881.)

**712.** At out-stations some delay in submitting the daily returns is unavoidable, but this delay should not exceed the time necessary for the Treasury Advice List to reach the Court. The date on which the returns are actually signed should be noted on them by the Judge in charge.

**Verification by Judge in charge.**

**713.** At the time of signing the returns, the Judge in charge should have before him the Registers of Chalang and Payments Orders, the Registers of Receipts and Payments of Deposits, and the Treasury Advice List; and, after comparison, he should attest the entries in column 8 of Registers No. (A) 14 and No. (A) 16 by placing his initials in column 9, and the entries in the Registers of Deposit Receipts and Payments by placing his initials in columns 7 and 13, respectively.

**Examination by District Judge.**

**714.** The statements furnished by the subordinate Court shall when received in the District Judge's office, be compared with the corresponding Advice List supplied to him by the treasury officers, under rule 701. In the case of out-stations, the totals for the whole month supplied by the Judge in charge must agree with the totals for the whole month supplied by the treasury officer, if the rules regarding periodical remittances have been correctly followed. In the course of the month the former totals will ordinarily exceed the latter, and the difference must be taken to represent cash transactions advised by the Court, but not yet brought on the treasury books. In the case of Courts near treasuries no such discrepancies should occur if the rules are properly observed. When any such are noticed, immediate steps must be taken, under the District Judge's orders, to reconcile them.

**Judge's Register of Totals.**

**715.** After examination, the totals of deposits received and paid shall be posted into a register to be kept by the District Judge in Form No. (A) 21. This register contains two sets of columns, one set relating to A deposits and the other to B deposits. Separate portions of the register for the month must be allotted to each subordinate Court, that is, for each subordinate Court a number of pages, according to the probable work, must be assigned in the leaves devoted to that particular month. The entries in respect of each subordinate Court will thus come continuously and in order of date and they must be totalled at the end of the month.

**716.** In the portion of the register which relates to B deposits, a column has been provided for a daily balance which must be struck by adding together the preceding day's balance and receipts, and deducting the payments. The object of the daily balance is to afford the District Judge a ready means of controlling subordinate Courts in the receipt and payment of small deposits, as any excess of payments over receipts will be at once detected.

**Posting Repayments of A Deposits.**

**717.** (1) Taking up next the detailed Daily Register of Deposits Repaid [Form No. (A) 19], the repayments must be posted against the corresponding entries in the Judge's Daily Register of Deposits received [Form No. (A) 18], and must be initialled by the District Judge, or, under his orders, by the chief ministerial officer of his Court in the same manner as repayments authorised by himself. The extracts of repayments sent by subordinate Courts (rule 711) shall form part of his Register of Deposit Repayments [Form No. (A) 19].



(2) As each payment is noted in the Judge's register, the district number (rule 721) against which the payment is charged must be noted in the subordinate Court's return.

**NOTE.**—In noting the repayments, care should be taken to see that the amounts thus reported as repaid are actually repayable, and that the amounts which should be credited to Government are not repaid to individuals.

#### Monthly Return.

**718.** (1) At the end of the month there shall be furnished by the subordinate Courts to the District Judge a statement of all A deposits received, but not wholly repaid during the month. This statement will be an extract from the Register of Deposit Receipts [Form No. (A) 18], omitting the items which have been wholly repaid during the same month. Of deposits received and partially repaid in the same month the unpaid balance only is to be shown in this statement. The dates of despatch from the subordinate Court and of receipt by the district Court shall be noted on this statement.

*Explanation.*—An A deposit, the balance of which has been reduced below Rs. 5 by a payment made in the same month, is to be included among the A, and not among the B deposits.

(2) On the 31st March of each year the subordinate Courts shall, in addition, submit to the district Court a certificate that all uncashed orders to be cancelled under rule 683 (3) have been marked off in their Registers.

#### Plus and Minus Memorandum.

**719.** There shall be appended to the monthly statement of deposit receipts a *plus* and *minus* memorandum in the following form:—

Balance of last month—					Rs. A. P.
Amount of A deposits received during the month—					
Repaid during the month	...	...	...	...	
Not repaid during the month	...	...	...	...	
Amount of B deposits received during the month—					
Repaid during the month	...	...	...	...	
Not repaid during the month	...	...	...	...	
				Total	...
Amount of A deposits repaid during the month—					Rs. A. P.
Received in all previous years	...	...	...	...	
Received last year	...	...	...	...	
Received during current year—					
Previous months	...	...	...	...	
Current month	...	...	...	...	
Amount of B deposits repaid during the month—					
Received during 19 -19	...	...	...	...	
Received during 19 -19	...	...	...	...	
				Total	...
Balance of Deposits Outstanding					...

*Certificate.*

Certified that, on a comparison of treasury advices with postings therefrom in the Registers of Chalauns, of Payment Orders, of Deposit Receipts, and of Repayments, the amounts entered above as recieved and paid are correct.

NOTE.—The repayments of B deposits received in the year of account, and in the year next preceding, should be shown separately.

**Examination by District Judge.**

**720.** On receipt of the monthly statement and the plus and minus memorandum, the register [Form No. (A) 21] shall be compared therewith. First, as regards A deposits, the total of the column headed "Repaid on account of current month" should agree with the amount shown in the *plus* and *minus* memorandum; and when this amount is deducted from the total of the column headed "Total amount received", the balance ought to agree exactly with the total of the statement of outstanding A deposits received from the Court to which the figures relate. Second, as regards B deposits, the balance itself can be tested in detail only once a year, when the yearly statement under rule 731 is received; but every month the difference between the opening and the closing balance should be equal to the difference between the receipts and payments reported in the *plus* and *minus* memorandum.

**Posting Receipts of A Deposits.**

**721.** The subordinate Courts' monthly detailed statement of A deposits received shall be attached by the District Judge to his own Register of Deposits received, after he has closed the accounts of the Civil Courts at the sadar station. The District Judge will also number the deposits in the subordinate Courts' return in continuation of his own series.

NOTE.—The District Judge should examine the receipts, so as to see that no item has been improperly held in deposit, and if he finds amounts so held which should be credited to Government, he should direct the subordinate Court accordingly.

**722.** The District Judge's Registers of Deposits exceeding Rs. 5 received and repaid thus include each month not only those of his own Court, but also of all subordinate Courts, excepting only the sums received and repaid in such Courts during the same month.

**2. District Monthly Returns of Deposits.****Returns of Deposits Received.**

**723.** On the 12th of each month an Extract Register of Deposit Receipts exceeding Rs. 5 shall be prepared by the District Judge in Form No. (A) 13, and forwarded to the treasury officer for transmission after a comparison with his cash accounts, to the Accountant-General. This extract register will be a copy of the entries made during the month in his register [Form No. (A) 18], and will contain all such items of more than Rs. 5 each as were deposited in his own Court and in Courts subordinate to him, omitting all those which were wholly repaid during the month, and showing, in the case of those partially repaid during the

month, the unpaid balance only. The sadar Court entries should appear first, then,—after a line or break,—the entries of each subordinate Court separately headed by the name of the subordinate Court. At the foot of this register, deposits received and repaid during the month and deposits received for sums of Rs. 5 each and less, are to be shown in separate totals for each Court without details. The extract register should be despatched punctually on the 12th of the month, unless in the case of the larger districts a later date is fixed. The whole of the entries for each Court should be consecutive and separated from those of the other Courts by a space and heading.

#### Returns of Deposits Repaid.

**724.** A monthly extract from his Register of Deposit Payments [Form No. (A) 19] of sums above Rs. 5 shall be forwarded in the same form by the Judge to the treasury officer for transmission, after comparison with his lists of payments, to the Accountant-General. The District Judge shall include in this extract (1) the details of repayments on account of deposits of previous months, whether made in his own Court or entered by him from the statements of subordinate Courts (rule 715), (2) a single total for each Court of the repayments of the current month's deposits, whether made at the district or subordinate Courts, which must agree with the total of receipt on the same account; (3) the totals for each Court of the repayments on account of deposits Rs. 5 and less received during the year of account and the year next preceding.

**725.** Like the Extracts Register of Receipts, this return will keep each Court's entries in separate series. The extract will be prepared on the same printed form as the register, and should be posted as illustrated below:—

#### Illustration.

Details of deposit.			Date as to present repayment.		No. of payment voucher.
Date of receipt.	No. as per Register of Receipts.	Amount or balance of deposit.	Date of cashing payment-order, whether at Court or at Treasury.	Date of granting payment-order as per Court's Register.	
1	2	3	4	5	6
		<i>Court A.</i>			
		Rs.   a.   p.			
7th September 1898 ..	..	15   8   0	3rd September 1901.	2nd September 1901.	176
3rd January 1901 ..	..	6   12   6	"	"	177
7th June 1901 ..	..	108   10   0	"	3rd September 1901.	178

Amount repaid.	Received in all previous years.	Received last year.	Received during current year.		Initials of Accountant.	Initials of Judge in-charge.	Remarks.
			Previous months.	Current month.			
7	8	9	10	11	12	13	14
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.			
....	15 8 0	..	..	..			
....	.	6 12 6	..	..			
....	..	..	108 10 0	..			
Total ..	15 8 0	6 12 6	108 10 0	..			
Add—Repayment of deposit of current month.	..	..	..	29 11 8			
Add—B deposits repaid.	9 6 0	3 8 0	9 3 0	6 3 0			
Total Court A ..	24 14 0	10 4 6	117 13 0	35 14 8			

#### Plus and Minus Memorandum.

**726.** (1) A plus and minus memorandum in the form prescribed in rule 719, but including the figures of the subordinate Courts, as well as those of the District Judge's own Court, shall be appended to the statement of deposit receipts.

(2) This *plus* and *minus* memorandum is to show as repayments the actual repayments at the treasury, and is further to show the treasury balance outstanding.

NOTE.—It will be found convenient to keep in a separate register a copy of this *plus* and *minus* memorandum, with further memoranda of the details from which the figures have been arrived at. It is important that there should be no difficulty at any time in reconciling the figures of the Court with those of the treasury.

### 3. Annual Clearance Register of Deposits.

#### Clearance Register.

**727.** (1) At the end of each year the Registers of A Deposits received in the next preceding year shall be closed by transcribing into the last column, headed "Transferred to Clearance Register", every balance which exceeds Rs. 5. An annual Clearance Register shall then be drawn up in Form No. (A) 20 showing all these balances against their original numbers showing, in other words, all the unpaid balances of A deposits of the preceding account year next but one. For example, the Clearance Register of April 1923 will show all unpaid balances of A deposits received in 1921-22.

(2) Of balances which do not exceed Rs. 5, a separate list shall be made out under rule 734 below.

**728.** The items in this account having been carefully compared with the corresponding balances in the original Register of Deposits received [Form No. (A) 18], the last named document shall be laid aside, and future repayments recorded only in the Clearance Register.

**NOTE.**—If against any of the items transferred to the Clearance Register, a repayment order has been issued and cancelled under rule 683(3), a note to that effect must be made in the Clearance Register, so that, if application for repayment is again made, an order may not be issued without recalling the original cancelled one.

#### Return by Subordinate Courts.

**729.** A copy of the Clearance Register shall be sent by the subordinate Courts to the District Judge, and by him carefully compared with the entries in his Register of Receipts. Any discrepancies found must be investigated and corrected.

#### Return by District Judge.

**730.** The clearance register of the District Judge necessarily includes the items in the several Clearance Registers of the subordinate Courts, and a copy of it shall be sent to the Accountant-General. The due date for its despatch shall be the 30th April, by which time the Judge should have received and compared the Clearance Registers of his subordinate Courts.

#### Verification of Petty Deposit Balance.

**731.** In order to verify the balance of B deposits, each Court shall make a list of the unpaid balances of receipts of the past twelve months, and, by actual summation of these balances, find the total amount outstanding on account of the past year's deposits. Each Court is required to submit, along with the Clearance Register of A deposits, the list of unpaid balances of B deposits prepared by it and a certificate that the balance of B deposits of the past year has been found by actual summation to be Rs.

**732.** The balance found under the last rule, together with the total of the list prepared under rule 734 (2), must equal the total balance of petty deposits on March 31st, and must be so verified—

(i) by each Court with the forward balance in the *plus* and *minus* memorandum;

(ii) by the District Judge with the balances of the subordinate Court brought forward in the Register No. (A) 21.

**733.** The District Judge, having verified the balance certificates of the subordinate Courts, shall endorse each with the certificate "Examined and found correct", and shall certify the fact of having done so upon the statements of lapsed deposits sent to the Accountant-General under rule 735.

**NOTE.**—The District Judge shall submit a certificate to the Accountant-General in the following form, along with the annual returns—"Certified that I have satisfied myself from an examination of the records of this office that the registers of B deposits of this Court as well those of the subordinate Courts are kept up to date and are in order; that the daily certificates from the subordinate Courts are regularly received and that the balance on the 31st March as certified to by the subordinate Courts agrees with those shown in the registers maintained in this office for the past year."

#### 4. Lapse of Deposits.

##### Lapse of Deposits.

**734.** On 31st March of each year, the following unpaid balances of deposits lapse to Government, and are to be so written off in the Clearance Register and Registers of Receipts, respectively:—

(1) of A deposits, *first*, all balances of deposits of the last account year but one which do not exceed Rs. 5, and are therefore not carried forward under rule 727 into the Clearance Register; these balances should be marked "Lapsed" in the Register of Receipts: *secondly*, all balances of deposits outstanding over three complete years—that is, all balances in the Clearance Register prepared two years before; these are to be marked off in the last column of the Clearance Register;

(2) of B deposits, the balances of all deposits outstanding over one complete year, that is, the balances which, in the case of deposits over Rs. 5, are transferred to Clearance Register under rule 727; these are to be marked off in the last column of the Registers of Receipts.

*Example.*—The balances which lapse on 31st March, 1922 are—

- (a) all balances not exceeding Rs. 5 of A deposits received in 1920-21.
- (b) all balances of A deposits received in 1918-19.
- (c) all balances of B deposits received in 1920-21.

##### Statements of Lapsed Deposits.

**735.** (1) Three statements of the balances to be written off shall be prepared in Form No. (A) 12, one for each of the three classes (a), (b) and (c), specified in the *Example* under rule 734. These statements shall be submitted along with the Clearance Register. Those of the subordinate Court must be compared by the District Judge with his own registers, and discrepancies, if found, must be reconciled. Those of the District Judge must include, under the District Judge's numbers, the lapsed balances of A deposits of the subordinate Courts.

(2) As regards B deposits, the statements received from the subordinate Courts must be copied into the District Judge's statement, with a separate total for each Court, the originals being filed for future reference.

**NOTE.**—The Note under rule 728 applies to these statements of lapsed deposits also.

##### Correction of Balance.

**736.** These statements must all be submitted during April, and the totals thereof must be deducted by a separate entry from the *plus* and *minus* memorandum, drawn up at the end of April, so that the *plus* and *minus* memorandum may show only the balance actually outstanding upon the registers of the Court concerned.

##### Refund of Lapsed Deposits.

**737.** When payment of a deposit lapsed under rule 734 is required by a person entitled thereto, application shall be made through the District Judge, who shall examine the claim, and, if he finds it correct, shall forward an application in Form No. (A) 4 to the Accountant-General. Several deposit numbers may be included in a single application, if they are payable to the same person. The Accountant-General's letter of

authority, when received, shall be noted against the items in the Clearance Register (or original register in the case of a B deposit), so as to prevent a second application. This letter shall then be passed for payment at the treasury, as prescribed in the form. No other record of these refunds is necessary; and such payments are not to be shown in the *plus* and *minus* memorandum.

**738.** All applications for refund of lapsed deposits should be entered in a separate register in the accompanying form, before submission to the Accountant-General, West Bengal, for sanction:—

Date of issue.	Serial No.	Name of Applicant	No. and date of deposit.	Date of lapsed deposit.	Amount claimed.	No. and date of Accountant-General, West Bengal's authority.	Remarks.

**NOTE.**—Dated signature of the person receiving the authority should be taken in the remarks column.

**739.** If the letter of authority received from the Accountant-General is not claimed by the payee within twelve months from the date thereof, it shall be returned to the office of origin.

## CHAPTER 34

### SUPPLEMENTARY AND MISCELLANEOUS RULES.

#### 1. Supplementary rules as to receipts under head (A) of rule 643.

NOTE.—For rules as to refunds allowed under sub-heads (i) to (vii) of head (A) of rule 643, *see*, rules 685 to 687.

#### Registers.

**740.** Every Judge in charge shall maintain a register of judicial deposits other than civil deposits and peremptory receipts (*e.g.*, judicial fines, stamp duties and penalties, miscellaneous receipts, etc.) and refunds therefrom in Form No. (A) 22. In this register, all receipts are to be posted which do not come under head (B) (deposits) or head (C) (peremptory receipts) of rule 643. The entries shall be made and checked in the same way as the entries in the Register of Deposit receipts of the subordinate Courts.

**741.** Every Court under whose decree or order receipts under sub-heads (i) to (iii) of head (A) of rule 643 are realised shall maintain a register in Form No. (A) 32. The entries in the register shall be initialled by the presiding officer of the Court at the time of signing the order-sheet.

#### Credits to Government.

**742.** It is the duty of every Judge to see that sums which are in deposit, but which under any rule or law are forfeited, or become the property of Government (*e.g.*, earnest-money forfeited, or intestate property unclaimed), are duly credited to Government. In every such case there shall be prepared simultaneously (1) a payment order addressed to the cashier and directing payment of the deposit "by transfer as per chalan No. \_\_\_\_\_ of this date," and (2) a chalan crediting it to the proper head. Such payment order and chalan shall be registered and dealt with in every way as if cash were paid out of and received into

#### Receipts under sub-heads (i) and (iii) to (vii) of Head (A) of Rule 643.

**743.** (1) With regard to stamp duty and penalties, attention should be given to secs. 39, 45 and the other sections in Chapter IV of the Indian Stamp Act, 1899, as amended by the Bengal Stamp (Amendment), Act, 1922. The duty and the penalty must always be separately credited.

(2) Loose forms of the Register (R) 19 shall be used for the certificates to be sent to Collectors under sec. 38 of the Stamp Act on account of duty and penalty levied by Civil Courts on instruments which, though originally unstamped or insufficiently stamped, may be admitted under the provision of secs. 35 and 37 of that Act.

**744.** With regard to unclaimed property of intestates or others, it will be seen from the form that register No. (A) 22 deals only with receipts under this head which have remained in deposit for the prescribed



period. A register showing the property in detail must be kept in Civil Courts in Form No. (A) 27. ...

**NOTE 1.**—Any cash belonging to an intestate's estate which may be received in Court, from whatever source derived, must be paid into the treasury at once, and no such cash must be allowed to remain in the hands of the nazir.

**NOTE 2.**—On the receipt of unclaimed property of persons dying intestate, the nazir must make the requisite entries in the register in Form No. (A) 27, Volume II, and these entries must be compared with the police chalan by the Sheristadar and the accountant. If cash forms part of the property or if part of the property, being perishable, is sold before the expiry of the year prescribed by law, such cash or sale-proceeds must, after entry in the register just mentioned, be put in deposit till the time arrives for paying them over to claimants or crediting them to Government.

**NOTE 3.**—When any property in the custody of the Court is sold, the sale account must invariably be checked with the register by the Sheristadar and the accountant, and the Judge must from time to time test the work of his subordinates by personally examining the sale accounts in some cases taken at random.

**NOTE 4.** The cost of conveying intestate property to the Court should be paid from the permanent advance and the same charged in the contingent bill, subject to reimbursement from the eventual proceeds of the sale of the property, or, in cases where a claim to heirship is established, either by payment by the heir before the property is delivered to him, or by the sale of such portion of the property as may cover the expense.

**745.** Under the sub-head (iii) of head (A) (Other general fees, fines, and forfeitures) of rule 643 shall be comprised all receipts not falling within any of the other principal heads of receipts, *e.g.*, forfeiture of earnest money.

**746.** Receipts under the head of account, mentioned in rule 745, are at once credited at the treasury to Government. They are not to be retained intermediately in deposit either at the Court or at the treasury.

#### Control of Subordinate Courts.

**747.** The receipts of subordinate Courts under the sub-heads (i) to (vii) of head (A) of rule 643 are included in the daily statement sent to the District Judge under rule 711, and are also included in the Daily Advice from the treasury received by the District Judge under rule 701. The Judge must effect a comparison between these two, and see that in each month the total amount advised as paid into the treasury agrees with the total amount realised by the subordinate Courts.

#### Monthly Returns.

**748.** At the close of the month, every Judge in charge shall prepare Lists in Form No. (A) 22 of all the receipts, forfeitures or duty, under the sub-heads (i) to (vii) of head (A) of rule 643, paid by him into the treasury. Subordinate Courts shall forward their lists in duplicate to the District Judge, and the District Judge shall add the totals of these lists at the foot of his own list, and, appending one of the copies received by him from each subordinate Court, shall forward the whole to the Accountant-General for check against the treasury accounts.

## 2. Miscellaneous rules.

#### Accountant and Cashier.

**749.** In carrying out these rules, care must be taken by all judicial officers that, in respect of cash transactions in Court, district officers are employed as accountant and cashier. In other words, the same officer shall not keep the Registers of Chalans and Payment Orders, Deposit Registers, etc., and also receive and pay the money.

**NOTE.**—A naib nazir or a clerk may be appointed as cashier provided (i) that he is expressly so designated, (ii) that his duties and responsibilities are made clear, and (iii) that he gives the necessary security. Such appointments should be made in cases where the nazir, owing to the pressure of other work, is unable to discharge the duties of cashier prescribed by these rules adequately.

#### Language of Accounts. -

**750.** Every judicial officer shall, save with the express permission of the District Judge, keep his accounts in English; and it must be distinctly recorded by him whether the Sheristadar is, or is not, responsible for a general control and supervision over the accountant.

**NOTE.**—At headquarters stations the Sheristadar of the District Judge, and at subdivisions and out-stations the Sheristadar of the "Judge in charge" should be required to inspect periodically and carefully the nazir's account books. The Sheristadar should appear his dated signature in the pages of the account books in token of his having examined them. The discovery of any defects, of a breach of the High Court's account rules, or of the instructions given in rule 642 and the Notes to Forms Nos. (A) 23 and (A) 24, should be promptly brought to the notice of the Judge in charge." In the case of Courts in the interior of the district, the fact should, without delay, be brought to the notice of the District Judge.

#### Forms.

**751.** The whole of the necessary forms and account books are to be obtained through the Forms Department, and each Court is responsible for maintaining a proper printed stock of all the forms/herein prescribed, and for submitting timely indents according to the rules in force from time to time. Manuscript forms are prohibited.

#### Daily Examination of Accounts.

**752.** The accounts and registers, of which a list is given in Appendices I and II annexed to these rules, must be compared daily by the Judge in charge; and this rule is on no account to be neglected, as its observance is essential to the integrity of the transactions and the correctness of the books. The notes at foot of the forms indicate how the verification is to be made.

---

<sup>1</sup>For custody and distribution of Forms, etc., see rules 930 and 924.

## APPENDICES.

### Appendix I.

**List of Registers to be compared daily by Judge in charge (Rule 752).**

*For all judicial officers—*

**Kept by the accountant—** **Form No.**

- |   |    |    |    |        |
|---|----|----|----|--------|
| (1) Register of chalans .. ..   | .. | .. | .. | (A) 14 |
| (2) Register of chalans for petty receipts ..   | .. | .. | .. | (A) 15 |
| (3) Register of Payment Orders .. ..  | .. | .. | .. | (A) 16 |
| (4) Treasury pass book .. ..  | .. | .. | .. | (A) 17 |
| (5) Register of deposits received—  |    |    |    |        |
| Part I } .. ..  | .. | .. | .. | (A) 18 |
| Part II }   |    |    |    |        |
| (6) Register of deposits repaid—  |    |    |    |        |
| Part I } .. ..  | .. | .. | .. | (A) 19 |
| Part II }   |    |    |    |        |
| (7) Clearance Register of A deposits ..   | .. | .. | .. | (A) 20 |
| (8) Register of Judicial Deposits (other than civil deposits<br>and peremptory receipts) and refunds .. | .. | .. | .. | (A) 22 |

**Kept by the cashier—**

- |   |    |    |    |        |
|---|----|----|----|--------|
| (1) Counterfoils of receipts granted by cashier for peremptory<br>cash receipts .. .. | .. | .. | .. | (A) 23 |
| (2) Peremptory cash register .. ..  | .. | .. | .. | (A) 24 |
| (3) Cash book .. ..   | .. | .. | .. | (A) 25 |

*For District Judges—*

**Kept by the accountant—**

- |  |    |    |    |        |
|--|----|----|----|--------|
| Register showing deposits received and repaid by Subordinate<br>Courts .. .. | .. | .. | .. | (A) 21 |
|--|----|----|----|--------|

**Kept by the cashier—**

- |                                      |    |    |    |        |
|--------------------------------------|----|----|----|--------|
| Register of Intestate Property .. .. | .. | .. | .. | (A) 27 |
|--------------------------------------|----|----|----|--------|

### Appendix II.

**Judge's Daily Examination of Accounts.**

#### (1) *Transactions at Court.*

Comparison of cashier's cash book with the Registers of Chalans and Payment Orders.

Comparison of Treasury pass book with the cash book.

#### (2) *Transactions at Treasury.*

Comparison of treasury advice with postings therefrom in the Registers of Chalans, of Payment Orders, of Deposit Receipts, and of Miscellaneous Receipts.

Comparison of Treasury Advice with Treasury pass book.

#### (3) *Transactions at Subordinate Courts.*

By Subordinate Court—Comparison of the daily statement with the registers.

By District Judge—Comparison of Treasury Advice with subordinate Court's statement.

Comparison of statement with posting therefrom in the Register Form No. (A) 21, and Registers of Receipts and Payments of Deposits.

**Judge's monthly examination of accounts.**

1. The proper closing and totalling of all registers.
2. Comparison of out-going statements with office registers.
3. Comparison of *plus* and *minus* memorandum with totals of registers.
4. Ascertainment and verification of outstanding payment orders.

By District Judge—Comparison of subordinate Court's returns with register Form No. (A) 21.

**Appendix III.**

**List of Returns.**

*(1) From the Subordinate Courts to the District Judge.*

Statement of total receipts and payments on  
account of deposits and other transactions  
(rules 711 and 747) . . . . . Daily.

**Pages 251, Appendix III—List of Returns—**

*Below the heading "(1) From the Subordinate Courts to the District Judge"—*

*(i) against the entry "Extract Register of repayments.....(rule 711)" insert the word "Daily" in the right-hand column, and under this entry insert the following new entry, viz. :—*

*"Memorandum relating to peremptory receipts (Rule 690A).....  
.....Monthly."*

*(ii) after the last entry "Statements of lapsed deposits (rule 735).....  
.....Annually" insert the following new heading and entry and  
renumber headings (2) and (3) as (3) and (4), respectively :—*

*"(2) From the Judge in charge to the treasury. Memorandum relating  
to peremptory receipts (Rule 690A).....Monthly."*

[No. 14 dated the 15th June, 1958, Circular Order No. 3 (Civil) of 1946.]

and 726)

Extract from register of deposit repayments  
(rule 724) . . . . . Monthly.

Statements of receipts of his Court, and of the  
Courts subordinate to him, under the sub-  
heads (i) to (vii) of head (A) of rule 643 (rule  
748) . . . . . Monthly.

*(3) From the District Judge to the Accountant-General direct.*

Clearance Register of A deposits (rule 730) . . . . . Annually.

Statement of lapsed deposits of his Court, and  
of the Courts subordinate to him, with  
certificates of the examination of B deposits  
enfaced (rules 735 and 733) . . . . . Annually.

## **PART VII.—Rules Relating to Registers, Periodical Returns, Statements and Annual Reports.**

### **CHAPTER 35**

#### **REGISTERS.**

##### **General.**

**753.** A list of the registers prescribed for being maintained in the Civil Courts will be found in Volume II, comprising four classes:—

- (a) Account Registers.
- (b) Primary Registers.
- (c) Subsidiary Registers.
- (d) Statistical Registers.

**NOTE 1.**—The forms of the registers are in most cases self-explanatory and the additional instructions in this Chapter are for general guidance. Account Registers are separately dealt with in Part VI.

**NOTE 2.**—When registers are in bound volumes, the volumes should not be closed until all the forms therein have been exhausted.

**754.** Other Subsidiary or Statistical Registers shall not be maintained in any Court without the High Court's sanction. The list referred to specifies all the registers which, it is believed, if properly maintained, will furnish every information absolutely necessary for judicial, administrative or statistical purposes. The introduction of unauthorised registers or books of any kind is prohibited.

All registers shall be kept in English.

**755.** The periods for which different registers have to be preserved are shown in the list given of them in Volume II. The periods stated therein are to be reckoned from the date of the last entry in the register and at the expiration of those periods the registers shall be destroyed.

Provided that the following registers shall not be destroyed before 1975:—

- (a) (R)1(ii)—Register of Suits for Money and Movables (relating to suits in which decrees were passed during the period from 1924 to 1959).
- (b) (R)1(iii)—Register of Rent Suits (relating to suits in which decrees were passed during the period from 1924 to 1949).
- (c) (R)10—Small Cause Sheet maintained by Courts vested with Small Cause Court powers only (relating to suits in which decrees were passed during the period from 1924 to 1959).
- (d) (R)10A—Small Cause Sheet maintained by Courts of Small Causes only (relating to suits in which decrees were passed during the period from 1924 to 1962).

**756.** No one except the clerk in charge of writing a particular register shall, unless otherwise provided, make any entry therein without the orders of the presiding Judge.

of the following note to the rule:—

*Note.*—A separate register should be maintained for Matrimonial suits in Form No. (R)1(i)."

No. 64, dated the 27th November, 1963. Circular Order No. 1 (Civil) of 1961.] (iii). as of

*Note.*—Matrimonial Suits in Form No. (R)1(i)."

Page 253, Rule 757—

Add the following note to the rule:—

*Note.*—A separate register should be maintained for Matrimonial suits in Form No. (R)1(i)."

*Small Cause Sheet* [No. (R)10A].—These registers shall be used in Courts of Small Cause only and not by Munsifs and Subordinate Judges vested with Small Cause Court powers.

**759. Small Cause Sheet** [No. (R)10].—This register shall be used in Courts of Munsifs and Subordinate Judges vested with Small Cause Court powers and regarded as the General Register of Small Cause Court Suits in such Courts.

**760.** The particulars required to be entered in the Suits registers should contain everything material to the case and yet be as concise as possible. The particulars regarding proceedings in execution of decrees should also be duly and regularly filled in. All entries must be made contemporaneously with the stages through which a case or subsequent proceeding, if any, passed and the writing of registers, etc., must not be deferred till after the disposal of cases.

**761. Register of Execution Cases** [No. (R)5].—A separate register has been prescribed for execution cases not with the object of superseding the information to be entered in the execution columns of the General Register of Suits, but for the sake of administrative convenience, and also for the purpose of showing proceedings in execution of decrees of other Courts.

**NOTE 1**—Applications under Or 21, rr. 95 and 96 of the C. P. Code, for the delivery of possession of immovable property sold in execution of decrees, if uncontested, are to be treated as continuations of the execution cases to which they relate. A note of such applications with dates thereof, should be made in the appropriate column of this register

**NOTE 2**—For contested cases arising out of applications under Or 21, rr 95 and 96, see rule 776(a)(11)

**NOTE 3**—This register will also serve the purpose of a daily list of execution applications filed. It should be laid at some conspicuous place in the Court room every day at a fixed time for inspection by parties and pleaders

Page 253, Rule 762—

(i) Insert the words "other than those under the Guardians and Wards Act, 1890", after the word "applications" in line 4.

(ii) In the Note below the rule substitute the words "except those mentioned in clause (35) of that rule, relating to cases under the Guardians and Wards Act, 1890, and also those for insolvency under the Provincial Insolvency Act, 1920, for which separate registers in Forms No. (R)2A and No. (R)3, respectively, have been prescribed" for the words "except applications.....in Form No. (R)3", in lines 2 and 3.

[No. 13 dated the 15th June, 1958, Circular Order No. 8 (Civil) of 1956.]

**763. Register of Miscellaneous non-judicial cases (R) 4.**—In this register should be entered all miscellaneous non-judicial cases mentioned in rule 777 *post* and cases under section 7 of the Bengal Wills and Intestacy Regulation, 1799 (Bengal Regulation V of 1799) in which no claimant appears [*vide* Note to rule 344(d) (viii)].

**764. Register of Appeals [Nos. (R) 6(i), (R) 6(ii), (R) 6(iii)].**—This register shall be maintained in the Courts of District Judges and in Courts in which appeals are preferred under section 21(4) of Act XII of 1887. The records of appeals transferred to the Courts of Additional District Judges and Subordinate Judges for disposal, shall, as soon as possible after the appeal has been disposed of and copies of judgment and decree sent to the lower Court be returned to the Court of the District Judge for the purpose of having columns 8-10 of the latter's register filled in his office. After this is done, the records shall again be sent to the Court disposing of the appeal for transmission to the record room in due course.

**765. Register of Miscellaneous Appeals [No. (R) 8].**—This register shall be maintained for only appeals from orders under section 104, C. P. Code (Or. 43, r. 1) and appeals in miscellaneous judicial cases.

**NOTE.**—Applications to withdraw or transfer an appeal under sec. 24, C. P. Code, for the re-admission or rehearing of an appeal under Or. 41, rr. 19 and 21, and for review under Or. 47, r. 1 not being appeals but of the nature of original applications though made to an appellate Court, should be entered in the Register of Miscellaneous cases kept in that Court. When, however, an appeal is remanded, revived or reviewed, it will of course be shown in its proper place in the Register of Appeals.

### 3. Subsidiary Registers.

**766. Register of Application for copies [No. (R) 23].**—This register shall be maintained by the head comparing clerk or other officer-in-charge and not by a copyist.

**NOTE.**—Applications for copies or inspection of Wills and Registers of Wills, shall, in accordance with the orders of the State Government, be entered in this register.

**767. A register should be maintained for the attendance of ministerial officers.** The form prescribed by the State Government may be used for the purpose.

**N.B.**—For other subsidiary registers, see Volume II.

### 4. Statistical Registers.

**768. Registers [Nos. (R) 42 to (R) 48].**—These registers are intended to be written up from day to day, so that the entries in the different columns should consist of consecutive series of numbers the last of which should, at the end of the month, quarter or year, at once supply the information required for inclusion in the various periodical statements to be submitted.

**NOTE 1.**—The value of suits should be expressed in rupees only. Fraction of a rupee less than 8 annas will be disregarded and 8 annas and above will be reckoned as one rupee.

**NOTE 2.**—Presiding Judges should see from time to time that these registers are regularly and carefully maintained. Unauthorised registers or books which seek to supplement them will then be unnecessary and their use is strongly discouraged.

## CHAPTER 36

### PERIODICAL RETURNS AND STATEMENTS.

#### 1. Forms.

**769.** The forms prescribed for submission by the Civil Courts of statements and returns are entered in the list to be found in Volume II.

**770.** The forms themselves contain instructions for observance. The following general instructions are intended to secure the correct and uniform preparation of these statements. All presiding Judges and other officers concerned are responsible that the statements are prepared accurately and in exact compliance with the instructions issued.

**NOTE 1.**—Printed forms of the periodical statements will be supplied by the Press and Forms Manager, West Bengal, to all subordinate Courts from time to time on indent. The forms so supplied should alone be used for the periodical statements. The practice of extending the printed forms by pasting sheets of paper on to them should be avoided. As many printed forms as may be necessary to contain the information required should be used. For reports and for explanations where they have to be written separately, foolscap paper should be used.

**NOTE 2.**—Where a statement is blank it should not be submitted in a form, a note to that effect being sufficient.

**NOTE 3.**—In all the returns annas and pies should be omitted from the column in which any sums of money have to be shown.

**NOTE 4.**—Care must be taken that the number of suits or cases shown as pending at the close of one period is entered as pending at the beginning of the next. When, however, the entries must differ by reason of an error in a previous return, a note should be added explaining the discrepancy and pointing out the parts where corrections should be made.

No. 65.

Page 255, Rule 771(1)—

(a) For the word "three" in line 2 of the rule, *substitute* the word "four".

Page 255, Rule 771(1)—

(a) For the word "three" in line 2 of the rule, *substitute* the word "four".

(b) Put a full stop after the word "law" in item (ii) below the rule and delete the last word "and".

(c) After item (ii) as amended, insert the following:—

"(iii) Matrimonial suits and appeals in the same."

(d) Remember the existing item (iii) below the rule as item (iv)

ment Nos. 2, 3, 4, Part I (Nos. 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100).

**772.** Suits for money and movables are again subdivided according as they are dealt with under the Small Cause Court procedure, or under the ordinary procedure. Where an officer has the powers of a Small Cause Court Judge, the work done by him in the exercise of these powers, should be shown bracketed with that done under his ordinary powers, and a similar plan must be followed where a Small Cause Court Judge has the powers of a Subordinate Judge.



**773.** Where an officer has been appointed by the State Government under section 115C of the Bengal Tenancy Act, 1885, to be a Special Judge for the purpose of hearing appeals from the decisions of Revenue Officers under Chapter X of that Act, the work done by him in the exercise of those special powers should be shown in Quarterly Statement C [Form No. (S) 6], and in Annual Statement 5, Part I [Form No. (S) 15], bracketed with that done under his ordinary powers.

**774.** Cases under the Religious Endowments Act (XX of 1863), under sections 88 and 92, Or. 36, r. 3, C. P. Code, and applications for declaration that a marriage be dissolved by exercising the right of option of puberty ~~putting aside an election under section 36 of the Bengal~~ ~~Municipal~~ ~~Alluvial~~ entered

Page 256, Rule 775—

No. 66.

After the rule, insert the following:—

age. 256, |

After th

"775A.

sec

pro

pro

me

"775A. If a petition is allowed in a proceeding under the proviso section 14(1) of the Hindu Marriage Act, 1955, or under the proviso to section 29(1) of the Special Marriage Act, 1954, such proceeding thereon is to be treated as a suit within the clause mentioned in item (iii) of rule 771(1)." [No. 66, dated the 27th November, 1963. Circular Order No. 1 (Civil) 1961.]

NOT. 2.—Applications should be treated in the same manner as applications administration.

## (ii) Miscellaneous Judicial Cases.

**776.** Separate statements being provided to show applications for the execution of decrees, these will not be included under the head "Miscellaneous Judicial" cases, and it is intended that such other cases only as require a judicial enquiry or order should be included.

The following list shows the cases which are to be entered under the head "Miscellaneous Judicial" cases, and without the special orders of the High Court, no addition should be made thereto:—

### (a) Cases under the Civil Procedure Code.

(1) Applications under sections 22 and 24, C. P. Code.

(2) Applications under Or. 9, rr. 4, 9 and 13, and under Or. 41, rr. 19 and 21.

(3) Miscellaneous civil proceedings under Or. 16, rr. 12 and 17.

(4) Cases under section 47, C. P. Code.

(5) Applications under section 95, Civil Procedure Code.

NOTE.—Applications for ascertainment of mesne profits should be regarded as applications made in the course of the trial of the suit (Or. 20, r. 12) and are not to be registered as miscellaneous judicial cases.

(6) Applications under section 144, C. P. Code.

(7) Applications under Or. 21, r. 2, by judgment-debtors to certify payment or adjustment alleged to have been made when no execution proceeding is pending.

- (8) Applications under Or. 21, r. 46 (A).
- (9) Applications under Or. 21, r. 58 and Or. 38, r. 8.
- (10) Applications under Or. 21, rr. 90 and 91.
- (11) Applications under section 74 and Or. 21, rr. 97 and 98.
- (12) Applications under Or. 21, r. 100(T).
- (13) Applications under Or. 22, r. 9.
- (14) Commissions under section 76(2), C. P. Code.
- (15) Applications under Or. 33, r. 1 and Or. 44, r. 1.
- (16) Proceedings under Or. 39, r. 1 (2) and (3) and r. 2(3) and (4).
- (17) Applications under Or. 46, r. 7.
- (18) Applications under Or. 47, r. 1.

(b) *Cases under other Acts:*

(19) Cases regarding the property of intestates under section 7 of the Bengal Wills and Intestacy Regulation, 1799, in which a claimant appears.

(20) Applications for the issue of an injunction under section 6, Bengal Patni Taluks Regulation, 1819.

(21) Applications for setting aside a sale under the fifth clause of section 14A, Bengal Patni Taluks Regulation, 1819 (as amended by Bengal Act IV of 1933).

(22) Applications under section 17, clause (7) of the Bengal Patni Taluks Regulation, 1819 (Regulation VIII of 1819).

(23) Applications regarding the care of lunatics' estates, and the guardianship of their persons under the Indian Lunacy Act, 1912.

~~(24) Applications under section 74 of the Indian Succession Act, 1925.~~ 1912,

Page 258, Rule 776—

In the list appended to the rule—

1912,

(a) *Substitute the following for clause (57) [Slip No. 15]:—*

“(57) Proceedings under the following sections of the Special Marriage Act, 1954, viz., (i) under sections 8(2) and 17; (ii) under the proviso to section 29(1) if the petitions are not allowed; (iii) under sections 37(1), 37(2) and 37(3) and those under sections 36 and 38, if the evidence is taken.”

r the  
which  
appli-

5) of  
party

~~revenue persons.~~

Page 258, Rule 776—

In the list appended to the rule—

(i) In clause (31), *add* the following:—

9.

1.

82.

l, 93,  
3) and

“Applications under section 8(2) of the Hindu Minority and Guardianship Act, 1956”.

(ii) *Substitute the following for clause (37)—*

“(37) Miscellaneous criminal cases under sections 195, 476, 478 and Indian 480 and references under section 146(1) of the Criminal Procedure Code, 1898.”

(iii) *Substitute the following for clause (43)—*

“(43) Applications under sections 34, 49, 71, 72 and 74 of the Indian Trusts Act (II of 1882).”

(35) Applications for certificates of guardianship of minors, or of administration of their property under the Guardians and Wards Act, 1890, or for the revocation of such certificates, applications under section 31 of the same Act for sanction to the sale or disposal of the property of minors, and applications under section 25 of the same Act for custody of minors.

(36) Cases under Parts III, IV, section 32 of Part V and Part VI of the Land Acquisition Act, 1894.

(37) Miscellaneous criminal cases under sections 195, 476, 478 and 480 of the Criminal Procedure Code, 1898.

(38) Insolvency petitions under the Provincial Insolvency Act, 1920.

(39) Proceedings under section 72(2) of the Provincial Insolvency Act, 1920.

NOTE.—Subsequent proceedings in connection with the same insolvency petition except contested proceedings under secs. 4, 53, 54 and 69 of the Act are to be treated as part of the original proceedings, and should not be registered as separate miscellaneous cases. Contested proceedings under these sections should be registered as separate miscellaneous judicial cases and the number of the insolvency case should be noted below the number of the subsequent miscellaneous judicial case.

Page 258, Rule 77c— No. 67. ... made under section 74  
ment

In the list appended to the rule—

(i) Substitute the following for clause (43) (as amended by slip 1 to Act, 1915):—

“(43) Applications under sections 34, 36, 49, 53, 71, 72 and 74 of the V of Indian Trusts Act (II of 1882)”.

(ii) For clause (46) substitute the following:—

“(46) Applications under sections 75, 141, 144(3) and (4), and 155 of trusts the Companies Act, 1956.”

(iii) In line 1 of clause (47) insert the figure “5,” between the word and the “sections” and the figure “7(2)”.

(iv) Substitute the following for clause (57) [Slip No. 15]:— 893).

“(57) Proceedings under the following sections of the Special Indian Marriage Act, 1954, viz., (i) under sections 8(2) and 17; (ii) under the proviso to section 29(1) if the petitions are not allowed; (iii) under sections 37(1), 37(2) and 37(3) and those ) and under sections 36 and 38, if the evidence is taken.” ation

(v) Substitute the following for clause (58) [Slip No. 15]:—

“(58) Proceedings under the following sections of the Hindu the Marriage Act, 1955, viz., (i) under section 6(5), where a temporary injunction is granted; (ii) under the proviso to section 14(1), if the petitions are not allowed; (iii) under 7 of sections 25(1), 25(2), 25(3) and also under sections 24 and 26, if the evidence is taken.”

(vi) Insert the following after clause (58) [as inserted by slip govern- No. 15]:—

(59) Applications under section 20(2) of the Minimum Wages Act Non- (II of 1948).

(60) Applications under section 16(3) of the Indian Telegraph Act (Act XIII of 1885)."

No. 67. dated the 27th November, 1963. Circular Orders Nos. 6 and 3 of 1960, 7 and 1 of 1961, 2 of 1960 and 5 of 1961 (Civil).]

## (III) Miscellaneous Non-Judicial cases.

**777.** Under the head "Miscellaneous non-judicial" cases information is required in the returns regarding only a few specified heads, viz.:—

(1) Applications for the service of notices of execution by non-occupancy raiyats of agreements to pay enhanced rent under section 46 of the B. T. Act, 1885.

(2) Applications by tenants to deposit rent under sections 61 and 62 of the same Act.

(3) Applications for service of notice under section 72 (2) of the same Act.

(4) Applications for the service of notice of surrender of holdings under section 86(2) of the same Act.

(5) Application for service of notice under section 155(1) of the same Act.

(6) Applications for annulling incumbrances under section 167 of the same Act.

(7) Applications under section 9(1) of the Bengal Money-lenders Act, 1933 and section 39 of the Bengal Money-lenders Act, 1940.

(8) Applications for service of notice under section 26C(5), proviso 2, of the B. T. Act, 1885 as amended by Bengal Act VI of 1938.

No. 68.

**259, Rule 777—**

~~Delete~~ clause (10) of the rule.

No. 68, dated the 27th November, 1963. Circular Order No. 3 (Civil) of 1960.] Act,

~~Wooch Behar Tenancy Act.~~

(12) Applications under section 51 of the West Bengal Non-Agricultural Tenancy Act, 1949.

## (iv) Miscellaneous Appeals.

**778.** The following are classed as Miscellaneous Appeals:—

(1) Appeals from orders under section 104 (1) [Or. 43, r. 1].

(2) Appeals in miscellaneous judicial cases.

(3) Appeals under section 74A(2) of the B. T. Act, 1885, as amended by Bengal Act VI of 1938.

## 3. Compilation of Statements and Returns.

**779.** For statistical purposes, suits in which preliminary decrees are made under the provisions of Or. 20 of the C. P. Code, and suits for the foreclosure of a mortgage or the sale or redemption of mortgaged property in which a preliminary decree is made under the provisions of Or. 34 should be treated as disposed of and entered in the periodical statements as such when the preliminary decree is passed. If, at any time afterwards, an application is made for making the decree final, the suit should be brought into file again, and included in the column "Revived."

**NOTE 1.**—Subsequent proceedings are to be treated as a continuation of the suit. Cases brought into file again and disposed of should also be separately noted in the remarks column of statements and returns.

**NOTE 2.**—As to transmission of records of such suits to the record room, see Notes 1 and 2 to rule 395.

**780.** When a defendant having appeared at the first hearing fails to appear at an adjourned hearing and a decree is passed against him, the case should be exhibited as "decree *ex parte*".

**781.** (1) It is not possible to define precisely when a case should be treated and shown as decided without contest or "after full trial". Generally speaking, when any substantial question of fact or law is raised in the defence and is not waived at the trial, the decision is after full trial although little or no evidence, oral or documentary, may have to be adduced by the parties at the hearing. The main principle that should be kept in view is whether the contest is real or genuine and calls for judicial determination by the Judge. Figures are necessary for statistical purposes as also to be assured that each officer is doing a fair share of *bona fide* contested work: Merely routine matters or matters of nominal contest which in no sense call for the exercise of judicial discrimination or discretion and which do not take up any appreciable amount of time, should not therefore be shown in the statements as contested work.

(2) The following are some instances of cases which should be treated as decided without contest and shown as such, namely, all cases in which the only question or questions ultimately decided on, or with display of contest are:—

- (a) A question regarding the amount or apportionment of costs of a case, or
- (b) a question regarding payment by instalments, or
- (c) an unsubstantial question as to the rate of interest, or
- (d) a question regarding the award or amount of damages in suits for recovery of rent.

NOTE 1.—Such cases should be shown as disposed of on admission or compromise as the case may be.

NOTE 2.—Cases in which preliminary decrees are passed (e.g., mortgage, partition, account, etc.), should be considered as decided on contest when either the preliminary or the final decree or both are passed after contest. A suit may be contested, but when there is no judgment in it after contest and it is eventually decreed *ex parte* or compromised, it should be shown as decided without contest.

**782.** A case is not said to be received or disposed of by transfer except when it is passed from one Court to another by a judicial order. Cases which have been left by the presiding Judge to his successor in the same Court are not to be treated as transferred. Where on account of some mistake or otherwise in classification a case has to be removed from one file to another in the same Court, the column "Pending" must be corrected and explanation given in the next return.

**783.** Applications under sec. 39, C. P. Code, for transfer of decrees to other Courts not being applications for execution should not appear in the returns at all, whether granted or refused. The receiving Court is not to make any entry in its returns until an application is filed for execution. If after commencement of proceedings in any Court on an application for execution, the judgment-creditor makes an application for transfer to a Court not subordinate, and the Court complies with it under clauses (a) to (d) of section 39(1), the case pending in the transferring Court shall be returned as disposed of by transfer, when satisfaction of the decree has not been obtained at all on the application for execution; and as disposed of on its merits, when part satisfaction has been obtained; but, as directed above, it is not to be noticed in the receiving Court's returns as received by transfer.

**NOTE.**—If a decree be transferred for execution by a superior Court to a subordinate Court of its own motion, after an application for execution under Or. 21, r. 10, has been filed and execution ordered under Or. 21, r. 17, that application should be shown as disposed of and received by transfer.

**784.** (1) In order to obtain the average duration of cases the aggregate number of days for which all cases were pending before the Court must be divided by the total number of such cases.

(2) In calculating average duration of cases or appeals, the time that the case has actually been pending in a particular Court should alone be calculated. A case should be considered to start pending when it is received in the Court whether by institution or by transfer, and to cease pending when it is no longer before the Court whether as the result of disposal or by transfer to another Court. In the calculation, received or remanded cases are to be treated as if newly instituted on the date of revival or on the date of receipt by remand.

**NOTE.**—Fractions should be omitted from the columns intended to show the average duration of cases decided.

**785.** Cases restored or revived or brought into the file again when final decree is applied for and cases received on remand or by transfer shall be treated as pending from the *date of institution* and not from the date of restoration, revival, receipt on remand or by transfer, for all other purposes other than calculation of "average duration".

**NOTE 1.**—The date of the transfer of a case by one Court is ordinarily to be taken as the date of its receipt on transfer by another; any instances of unusual delay should be noticed in the explanations.

**NOTE 2.**—Advantage should be taken of the column in the returns for "Remarks" to show the extent to which the particular Court immediately concerned is responsible for any delay, which, under the rules, requires explanation.

**786.** As regards suits, the date of the presentation of the plaint shall be considered as the date of institution, unless it contains some defect or omission so serious as to require its return before registration or amendment, in which case the date of admission, after correction and refiling or amendment, shall be regarded as the date of institution. With regard to applications to execute decrees, the date of their presentation should alone be considered.

**NOTE.**—When on account of heavy filings on a particular date a plaint is entered in the Suit Register after the date on which it was presented, the date of registration should be shown below the date of presentation in the appropriate column of the Register of Suits as also on the order-sheet of the record.

**787.** When an order has been made under Or. 41, r. 25 or 27 of the C. P. Code, the case is to be considered as pending before the appellate Court, and the time occupied in making the return called for, or in taking the evidence, must be counted as time occupied in the appeal. If there is much delay in obtaining the finding or evidence asked for, the remarks column may be availed of in explaining the consequent delay in the disposal of the appeal.

**788.** When an order of remand is made under Or. 41, r. 23 of the C. P. Code, the case must be treated as decided by the appellate Court, and must be brought on the file of the lower Court.

**789.** Separate accounts must be kept of the time cases, whether suits or appeals, were pending (1) from institution to original or first decision; (2) from date of application for review to date of finally disposing of the case, whether the review shall have been granted or refused; (3) from the date of the order of remand under Or. 41, r. 23 of the C. P. Code, to the date of the new decision under such order. In Annual Statements Nos. 4 and 5 [Forms Nos. (S) 13 to (S) 16, Volume II] it will be necessary to give only the average duration before the original or first decision of a suit or appeal.

#### 4. Submission of Periodical Returns and their Dates.

**790.** Monthly, quarterly and half-yearly statements should be despatched by subordinate Courts to the District Judge on or before the 5th of the month next succeeding the period to which they relate, and annual statements on or before the 20th day of the new year.

**NOTE.**—The monthly statement in Form No. (S) 1 is to be submitted every month irrespective of the quarterly and other periodical statements.

**791.** Quarterly and half-yearly statements should be submitted by District Judges to the High Court on or before the 15th of the month next succeeding the period to which they relate; and annual statements, along with the annual report on the administration of civil justice, on or before the 15th February of each year.

**792.** The President of the Calcutta Improvement Tribunal shall submit in duplicate to the High Court quarterly on or before the 15th of the month succeeding the period to which they relate returns in Forms Nos. (S) 7A and (S) 7B.

For the preparation of these returns statistical registers shall be maintained in these forms.

**793.** Punctuality in the submission of all statements and annual reports must be insisted upon, and District Judges should be careful to take the necessary steps to ensure the accurate compilation and prompt despatch of the same. The High Court will be compelled to take a serious view of the conduct of any officer who neglects to accord due attention to these orders.

**794.** (1) Every District and Additional District Judge shall submit monthly to the High Court a statement in the prescribed Form No. (S) 3 on or before the 15th of the month next succeeding the month to which it relates, showing the cases and appeals that he has heard in which arguments have not been heard and judgments have not been delivered, and every Subordinate Judge and Munsif shall submit a similar statement to the District Judge.

(2) The statement submitted by Subordinate Judges and Munsifs shall be scrutinised carefully by the District Judge who will ordinarily pass necessary orders thereon with a view to avoid all unreasonable delay in delivery of judgment, but if considered necessary in any particular case, a report of the matter will be made by him to the High Court.

**795.** At the end of every quarter, all subordinate Courts shall send a return to the District Judge, showing the number of applications for copies of decrees in which the copies were not ready for delivery to the parties within fourteen days after they were filed.

**796.** The presiding Judge of every subordinate Court shall examine the records of at least 5 per cent. of the execution applications finally disposed of in the month in order to satisfy himself that the necessary information relating to them has been entered in the Suit Register and send to the District Judge a certificate to this effect monthly along with the monthly statements and returns that are to be submitted to him.

**797.** Except where otherwise specially provided, the returns are meant to show separately the work of each Court, and not the work of each officer who may have presided during the year in the same Court. Officers' names need not therefore be given. Where a Small Cause Court Judge presides over more than one Court, the returns must show distinctly the work of

each Court unless the figures required are mere totals for the "class of Court".

**798.** Where the figures given in any return differ from those given in any returns previously submitted, explanations should always be given in order to avoid the necessity for a reference in the matter. Much correspondence will also be rendered unnecessary if, before submission, figures entered in the annual statements are compared with those in the High Court's printed report for the previous year.

**799.** Officers having work in more departments than one should always note in their returns how their time was apportioned between the various departments. This is necessary to enable the High Court to judge whether the work done is sufficient, and to admit of the officer's salary being correctly apportioned in the annual returns between the various departments.

In the periodical returns submitted to the High Court by District Judges, the returns of all subordinate Courts including Small Cause Courts, as well as those of Additional Judges, should be incorporated.

**801.** Where, in the general statement compiled for any district, the total of the column "Received by transfer" differs from that of the column "Disposed of by transfer" the reason should be explained, and any cases transferred from or to other provinces should be noted particularly, as the information is required in the preparation of the High Court's general returns.

**802.** No statement or return prescribed by the High Court shall be modified, discontinued or replaced by any other, nor shall return or statement of any kind (weekly, fortnightly, monthly, quarterly etc., etc.) be introduced without an express order of the High Court previously obtained. Whenever any difficulty is experienced in respect of the prescribed forms, or any modification is considered necessary, the reasons therefor should be submitted by the District Judge with a draft of the proposed form for the consideration of the High Court. A District Judge may, however, in any particular case call for a statement other than the ordinary to enable him to deal with some special matter and when so doing, he shall see that such statement is brief in form and easily collected from existing registers.

**NOTE.**—The existence of many authorised and unauthorised returns is responsible for attention being diverted from much more important considerations and tends to defeat the whole object of the submission of periodical returns. All unauthorised special or periodical returns or statements of every kind, where they exist, should be discontinued forthwith.

**803.** (1) District Judges should carefully scrutinise the periodical statements and explanations submitted by the subordinate Courts, and satisfy themselves that the business of those Courts is transacted with due despatch.

(2) District Judges will insert at the foot of their quarterly statements, a certificate either that the statements, etc., have been found satisfactory or that needful steps have been taken in respect of those which have been found unsatisfactory, and cases which appear to call for notice or instruction of the High Court should be separately reported.

**804.** District Judges should personally examine, at least half-yearly, a certain proportion of the records of cases of all classes (contested and uncontested) disposed of by each subordinate judicial officer in the district and sent to the record room from all Courts, in order to satisfy themselves that



the work of those Courts is being done will despatch and in accordance with law.

*NOTE.*—See, rule 810(8).

**805.** (1) In the second and fourth quarterly returns submitted by the subordinate Courts to the District Judge should be given a brief explanatory note regarding the pendency of miscellaneous appeals, when an appeal has been pending for more than six months, or when a decree has been for more than six months under execution. In the case of all classes of suits and appeals from decrees, explanations are required only when such cases have been pending for more than a year. Detailed explanation regarding the pendency of cases, when necessary, should be given in the fourth quarterly return of the year.

(2) In the second and fourth quarterly returns submitted by the District Judges to the High Court should similarly be given a brief explanatory note regarding suits and cases pending over one year before themselves, the Additional Judges and the Courts subordinate to them together with the remarks recorded by them on the explanations of the subordinate Courts. Detailed explanations regarding the pendency of cases, when necessary, should be given in the fourth quarterly return of the year.

(3) Any case which appears to call for special notice should be separately brought to the notice of the High Court and District Judges are at liberty, if they think it necessary, to call for a full explanation from any subordinate Court in regard to any case on its file.

**806.** In order that when scrutinising the periodical returns the progress made in the disposal of old cases pending for more than a year may be seen at a glance, a statement in the prescribed form (S) 8 should be submitted half-yearly by the subordinate Courts to the District Judge and by the District Judge to the High Court.

**807.** (1) District Judges will submit with their quarterly returns a concise statement in Form No. (S) 7 regarding the numerical outturn of work shown by each of their subordinates, and a separate expression of opinion as to the adequacy of work disposed of by each officer during the quarter stating reasons, if any, which may account for shortage in disposals by any of them.

*NOTE.*—It is not possible to fix any standard outturn of work applicable to all Courts. In reviewing the work of each judicial officer, regard should be had to the state of the pending file, the complexity or otherwise of cases disposed of, the rise or fall in serious contest, the time spent by an officer in discharging duties when placed in administrative charge of a department, and other reasons, if any.

(2) When the returns contain any adverse remarks regarding the numerical outturn of an officer, he should be demi-officially supplied with a transcript of such remarks, with a view to rectifying the defects in future and the fact that this has been done should be noted against each in the concise statement.

**808.** Most of the annual statements can be readily compiled from the Statistical Registers, the forms of which are reproduced in Volume II, as Nos. (R) 42 to (R) 48. In the case of others, it is essential that the requisite information should be collected from time to time, so as to be available without delay at the close of the year. In the latter case District Judges should be careful to require the proper officers of their Courts, and of the Courts subordinate to them, to collect the information at convenient intervals.

## CHAPTER 37

### ANNUAL AND CONFIDENTIAL REPORTS.

#### 1. Annual Reports.

**809.** District Judges shall submit to the High Court, along with the annual returns and statements, a report for the year to which these refer upon the administration of civil justice. Tabular statements in Forms Nos. (S) 22 to (S) 31, Volume II. shall accompany the report, with apposite remarks as to any increase or decrease of business or the like, shown in each. These tables shall include the figures for all the courts of small causes and the regular Civil Courts in each district, separate totals being given for each of these classes of Courts. District Judges should be careful to avoid treating their annual reports as matters of routine, and are expected to see that the entries in the tables included in them, and those in the corresponding annual statements, agree, as they must do, exactly. The failure to explain discrepancies between figures given in two successive reports, which, in the absence of special reason, ought to be identical, is also a matter which leads to much unnecessary correspondence, and should be avoided.

**810.** (a) No particular form is prescribed for the Annual Administration Report. It is left to the District Judges to put on record the main features in the administration of civil justice of the year under review.

(b) Information regarding the following matters must, however, be included in the order stated below with explanations of important or suggestive variations in the statistics. Matters requiring special attention or suggestions regarding modification of rules should be stated separately:—

(c) A statement showing the name of each officer presiding over the District Judge's, Additional Judge's, Subordinate Judge's and Munsif's Court or Courts during the year, the number of days devoted to civil and criminal work and the total civil (and criminal) work done by him shall invariably be appended to the report.

(1) Judicial staff of the district during the year under report and the number of days devoted by the District Judge and by the Additional Judges, if any, to civil work.

(2) The number of suits instituted in the Courts of Munsifs, Subordinate Judges, and District Judges, the number of suits disposed of by each class of Courts, how many of them were contested and how many uncontested, the total number of suits pending at the end of the year in each class of Courts, how many of them were over one year old and the number of suits stayed. Noticeable rise or fall under any of these items should be explained.

(3) Percentage of successful applications for retrial.

(4) The number of regular appeals instituted, disposed of and pending, and the number of appeals pending at the end of the year which were over one year old. Any noticeable rise or fall in any of these items should be explained.

(5) Noticeable fluctuations in the average duration of suits and appeals and in the percentages of appeal and confirmation as compared with the previous year.

(6) Any points in the returns specially noticeable or requiring explanation.

(7) The observance of the rule as to the punctual commencement by the Courts of the judicial work of the day at the prescribed hour (*vide*, rule 1)

(8) The result of the examination of the records of cases decided by subordinate judicial officers (*see*, rule 804).

(9) (a) The courts inspected by the District Judge during the year under report and the last date of inspection of each of the remaining Courts in the judgeship, with reasons for not inspecting them if their inspection was done during the year and the probable date of next inspection of such Courts, the sufficiency of security of Court officials, the state of libraries, the maintenance and check of furniture and other stock.

(b) The observance of the provisions of rule 988 and 989 (inspection by all judicial officers of the offices of their own Courts).

(10) The observance of the rules regarding the distribution and service of processes (rules 50 to 100), the efficiency of the process-serving establishment, the percentage of personal service, any noticeable rise or fall in the number of processes served, as compared with the previous year.

**NOTE.**—Information should be given on such subjects as:—The date of last inspection by process-servers during the year—(a) in the Court of the District Judge and Subordinate Judges, (b) in the Courts of the Munsifs of the district, and (c) the number of appellate processes in the Court of the District Judge and the Subordinate Judges. Cases of serious misconduct among the process-serving staff and the action taken should be noted.

(11) The state of the District Record Room which must be ascertained by careful personal enquiry and not from the mere report of the Record-keeper.

**NOTE.**—Information should be given on such subjects as: The date of last inspection by the District Judge himself under rule 981 and the probable date of next inspection. Records properly classified and neatly arranged? Regular entry of particulars in the Index for racks? Records requisitioned promptly despatched? Records destroyed at due dates? etc., etc.

(12) The extent to which effect has been given to the rules regarding the arrangement of the records in the course of the trial.

(13) The mode in which effect is given to the rules relating to the employment of commissioners (Ch. XI) specially in commissions which require knowledge of surveying (rule 238 *et seq.*).

**NOTE.**—It should be noted whether commissions requiring knowledge of surveying are invariably issued to survey-passed pleaders as required by rule 238 *et seq.* A statement should also be furnished showing (i) the number of survey-passed pleaders in the district, (ii) number of other persons (if any) who are enrolled in the list of commissioners for execution of survey commission, (iii) total number of survey commissions issued during the last three years, (iv) the number of such commissions issued to survey-passed pleaders during the year and the total remuneration paid to them, (v) the number of such commissions issued to other persons during the year and the total remuneration paid to them. Remarks on the manner in which the commissioners have performed this class of work should also be added. (*See also*, rule 240.)

(14) The working of the rules regarding pleaders' and mukhtars' clerks (rule 867 *et seq.*).

**NOTE.**—Information should be given on such subjects as: Register properly maintained and revised annually? Cards renewed at close of year and re-issued promptly? Indiscriminate entry into offices allowed?

(15) Noticeable increase or decrease in the number of applications for information as compared with the previous year.

NOTE.—Numbers to be given separately for each Court in the District.

(16) Cases of corrupt practice among the ministerial and process-serving staff which came to the notice of the Courts and the punishment awarded to corrupt officials.

(17) The effect of any recent legislation on the working of the Courts.

## 2. Confidential Reports.

**811.** (1) District Judges are required to submit not later than the 15th February of each year a separate confidential report in printed form No. (M) 8, in respect of each of Subordinate Judges and Munsifs who served under them during the previous year. Such confidential reports should be type-written, if possible, by the District Judge himself or at his dictation by the confidential clerk. Entries against items 1-4 of the form may however be made and figures supplied by his office *before* entries against other items are made by him.

(2) Before leaving a district of which he has held charge, a District Judge, who has had sufficient opportunity of seeing the work of the subordinate judicial officers and is in a position to offer his considered opinion, should place on record in Form No. (M) 8, for his successor's information, reports on their character, qualifications and official merits. These reports will be forwarded to the High Court at the time reports are submitted in accordance with the provisions of clause (1) of this rule.

NOTE.—District Judges are reminded that as a general rule in no case should an officer be kept in total ignorance for any length of time that his superior officers after sufficient experience of his work are dissatisfied with him. In cases where a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious.

**812.** (1) Confidential reports should set out distinctly and tersely sufficient particulars and it is essential that they should be so full as clearly to show special merits or defects so that the High Court may form a definite and correct judgment on the merits of the officer. In the case of a very bad report, it is necessary that the unfavourable traits should be briefly illustrated.

(2) No adverse remark must be made which cannot be supported by precise data, which data are liable, specially in the case of a very bad report or of an officer who had hitherto a good or average record, to be called for by the High Court.

(3) District Judges should form a clear and reasoned estimate of the merits or demerits of the officers under them on proven or known facts and express their views clearly and fully. What is desired is not an opinion at all costs but a considered and definite opinion founded on a real knowledge of the officer and his work, based not merely on appeal cases but on scrutiny of cases and proceedings which do not come in appeal and on a knowledge of the officer's administrative and general methods and capabilities. The reports should be frank and outspoken.

NOTE 1.—In this connection see also, rule 267.

**NOTE 2.**—Vague and inconclusive remarks or the use of such expressions as "satisfactory," "bad," or the like are not very helpful and defeat the object with which such report is prescribed. When it is said that an officer is "good" it may be taken to mean that a reporting officer has really no criticism to offer, and that the officer reported on has given satisfaction. But if an officer has any particular good quality worth mentioning, *e.g.*, "energetic" or "sound in judgment" or "tactful," it may be of great advantage that it should be specially mentioned. In reporting unfavourably of an officer, the use of such vague expressions as "bad," "unsatisfactory," or "useless" is distinctly more objectionable. It is essential to know if possible, wherein the badness consists. The report should state whether the officer is "perverse," "untrustworthy," "lazy," "perfunctory" or whatever the particular characteristic of his work may be; and it is a good thing to illustrate briefly the unfavourable trait.

(4) The manner in which subordinate judicial officers have managed their offices and discharged their duties when placed in administrative charge of a department, (*e.g.*, the accounts, the record room, the copying or nazarat, etc.) should be specially reported on and any instance of special excellence should be brought to the notice of the High Court.

**§13.** If the confidential reports on the work and character of subordinate judicial officers contain remediable defects or any adverse remarks regarding an officer which in the opinion of the High Court should be communicated to him for his guidance and correction, a transcript of the remarks will be sent by the Registrar directly to the officer concerned.

**§14.** District Judges are required to submit on or before the 15th November of each year a confidential report on the work and character of the Sheristadars of their Courts and the nazirs at district headquarters and a copy of their yearly landed property statements showing immovable property held, acquired, or disposed of by them in any district including property acquired in the name of their relations and other persons. Their character and reputation should be specially reported on and it should be noted what relations they have in service in all the offices of the district and among legal practitioners.

**NOTE.**—The landed property statement should be submitted in Form No. (S) 31 with suitable modifications.

## PART VIII.—Legal Practitioners.\*

### CHAPTER 38

#### THE QUALIFICATION, ADMISSION AND CERTIFICATES OF PLEADERS AND MUKHTARS IN COURTS SUBORDINATE TO THE HIGH COURT.

##### 1. Qualification of Pleadors.

**815.** (1) No person shall be admitted as a pleader in the Courts subordinate to the High Court, unless he has served as a probationer for a period of one year or such shorter period as the Court may under special circumstances allow in conformity with the following rules, is eligible thereunder and has satisfied the requirements thereof.

Provided that a person who has been enrolled as a pleader under any other High Court and has practised as such in Courts subordinate of that High Court, for a period of three years, and who desires to be enrolled as a pleader under this High Court, may be exempted from serving as a probationer as required under this sub-rule, on his making an application to this High Court for the purpose. But any such pleader not completing the aforesaid period of practice shall ordinarily be required to serve as a probationer for one year in accordance with these rules.

No. 68.

289, Rule 815—

Cancel clause (2) of the rule and Note thereto and substitute therefor following—

(2) Any person, who has obtained the degree of Bachelor of Law of one of the Universities of Agra, Aligarh, Allahabad, Banaras, Bihar, Bombay, Calcutta, Dacca, Delhi, Gauhati, Gujrat, Lucknow, Madras, Nagpur, Patna, Poona, Punjab, Rajasthan, Mysore, Utkal or has passed the examination qualifying himself for obtaining such degree, shall be enrolled as a probationer, provided that his application to serve as a probationer be made within one year from the date of his obtaining such degree, or within such further time as the High Court may, for special reason, allow, and provided that a Bachelor of Law of any of the Universities aforesaid, other than the Calcutta and Dacca Universities, so applying has passed an examination in reading,

the degree of Bachelor of Law of Dacca, of the , or of passed all be , proba- degree. reason versities ities so of the of the ction of pplicant esidency ular of

and speaking the Bengali language held under the direction of the District Judge of the District in which he intends ordinarily to practise, or under the direction of the Chief Judge, Court of Small Causes, Calcutta, in case the applicant desires ordinarily to practise in his Court or in the Courts of the Presidency Magistrates, Calcutta.

the date shall be pplicant cutta, in

**Note 1.**—The period of one year referred to in this rule shall count from the date of the applicant's diploma.

rule 617

**Note 2.**—The High Court may, for special reason, exempt an applicant from appearing at the examination in the Bengali language, referred to in this rule."

dated the 27th November, 1963. Rules No. 4(Civil) of 1960 and Nos. 8 and 9 (Civil) of 1961.]

case the applicant desires to practise in his Court or in the Courts of the Presidency Magistrates, Calcutta, and it shall specify the pleader with whom and the Court in which the applicant desires to serve as a probationer, and shall be accompanied by a certificate from the pleader stating that he is willing to take the applicant as a probationer: Provided that no pleader, who is not a practising pleader of more than five years' standing or is ordinarily practising in the Courts of the Presidency Magistrates, Calcutta, shall be eligible to take a probationer and no pleader shall be permitted to entertain more than one probationer at one time.

**NOTE 1.**—A person may, with the permission of the High Court, serve the required period of his probation with an Advocate originally practising in the Courts subordinate to the High Court. In such a case the word "Advocate" should be read for the word "pleader" occurring in this sub-rule and the following sub-rules.

**NOTE 2.**—Probationers are not permitted to accept any form of outside employment during the period of probationership without the order of the High Court. Every person applying for enrolment as a probationer should state in his application whether he is otherwise employed or not at the time and, if he is, his case should be referred to the High Court for orders, with full particulars regarding the employment.

(4) On receipt of the application mentioned in the last foregoing rule, and if it is in order, the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to whom it has been made shall grant the permission applied for, and shall cause the particulars to be entered in a register to be kept in his office.

(5) The applicant shall then, during and for a period of one year or such shorter period as the Court may under special circumstances allow to serve as a probationer with the pleader and in the Court in respect of whom and which, the said permission has been granted.

(6) During the period of probation aforesaid, the probationer shall work with the pleader in and outside Court. Such work shall be limited to acting only, and shall not extend to pleading, and the general nature thereof shall be that of assisting the pleader in his professional work as pleader.

(7) During the period of probation aforesaid, the probationer shall also attend the Court regularly and shall notify his attendance therein daily to such officer as the District Judge, in the case of service at the headquarters of a district, or the senior Munsif, in the case of service at the headquarters of a subdivision, or in an outlying munsif or the Chief Judge, in the case of service in the Court of Small Causes, Calcutta, may appoint for the purpose. It shall be the duty of such officer to note the attendance of the probationer in a register to be kept for the purpose.

(8) The probationer shall ordinarily work with one and the same pleader and in the same district throughout the period of his probation, and the pleader shall ordinarily be one in continuous practice throughout such period. In cases where necessity may arise, the service may be with different pleaders, either in the same district or in a different district or districts, for successive periods, but the total period of probation must in no case be less than a year unless a shorter period has been allowed by the Court under sub-rule (1) above.

Provided that no such service shall be recognised, unless it has been with the previous permission of the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, obtained in the manner indicated in sub-rules (3) and (4) above:

Provided further that in the case of a change from a pleader in one district to a pleader in a different district, the permission of the High Court also for such a change has been previously obtained on an application made to it through the Judge of the district in which the probationer is for the time being serving.

**NOTE.**—If the Judgeship includes more than one executive district, the application is to be sent, through the District Judge in charge of all the districts comprising the Judgeship.

(9) During the period of probation aforesaid, the probationer may be excused absence for a portion or portions thereof, provided the pleader with whom or the Court in which the probationer is to serve is satisfied that there is good cause for such absence, and that the training of the probationer will not materially suffer therefrom. In any other case the deficiency will have to be made up by serving for such further period, not longer than the actual period of absence, as may be necessary in the opinion of the pleader or of the Court, as the case may be.

(10) A pleader who is permitted to take a probationer will be allowed to charge a fee of Rs. 50 for his remuneration for the training he gives to the probationer, and may refuse to give a certificate of his willingness to take the probationer unless he receives the same in advance. In case, however, of the pleader not being able to retain the probationer for the full period of probation with him, the probationer will be entitled to a refund of an amount in proportion to the uncompleted portion of the service with such pleader.

(11) Every probationer shall, during the whole period of his probation, be exclusively employed by the pleader in his proper business and practice as such.

(12) On completion of the period of probation as aforesaid, the probationer shall file with the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, a certificate in Form A of the schedule from the pleader and a certificate in Form B of the schedule from the Judge of the district or the senior Munsif in the subdivision or in an outlying munsifi or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, and the certificates shall be forwarded by the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to the Registrar of the High Court, Appellate Side, either along with or in continuation of his application for admission as a pleader mentioned in rule 828 *post*; provided that the Judge of the district or the senior Munsif of the subdivision, or outlying munsifi or the Chief Judge, Court of Small Causes, Calcutta, should he entertain a doubt as to whether the probationer has diligently worked as such, may, before giving such certificate, subject the probationer to an examination as regards procedure, and should he not be satisfied as a result of that examination that the probationer has served with diligence, may direct him to continue as a probationer for a further period not exceeding three months.

#### SCHEDULE.

##### Form A.

I, A. B., Pleader, practising in \_\_\_\_\_ certify that X. Y. has duly and faithfully served me as a probationer for the period required by the rules\* and, in my opinion, he is a fit and proper person to be admitted as a pleader in the Courts subordinate to the High Court.

Date \_\_\_\_\_

Signature of the Pleader.

\*In the case of a probationer who has served more than one pleader, instead of the words "the period required by the rules" the actual period for which the probationer served each of them shall be stated, and a certificate shall be obtained from each of such pleaders.



ments in *original* referred to in clauses (1) and (2) of rule 820, together with the receipt of the officer in charge of a Government Treasury for the fee required previous to examination by rule 827.

NOTE.—An application for leave to appear at an examination for mukhtarship should be regarded as made to a Court in its administrative capacity, and should not be held liable to stamp duty. Such applications should, therefore, be received on plain paper.

**823.** The District Judge shall thereupon satisfy himself of the sufficiency of the certificates of character presented by all mukhtarship candidates, and shall satisfy himself as to the identity of such candidates, and shall, on or before the 1st December, transmit to the 'Committee all such applications with the documents accompanying, together with a list of such applications and annexures and with his opinion in each case as to the sufficiency of the testimonials produced and any other information he may think it needful in any case to communicate.

**824.** The Examiners shall, on receipt of the applications from the District Judge, take the case of each candidate, with the report of the District Judge, into their consideration, and shall determine whether or not the candidate is possessed of the necessary qualifications. If the candidate is found qualified the 'Committee shall cause his name, the name of his father, his age and place of residence, and other needful particulars to be entered in a register of persons permitted to appear at the examination.

**825.** (1) An extract from the register shall be forwarded to the District Judge with a declaration that the candidate is permitted to appear at the next ensuing examination at....., for delivery to him. The District Judge shall cause a notice of his having received such extracts to be stuck up in his court-house and shall deliver them to the candidates on application.

(2) The District Judge, in carrying out this rule and rules 822 and 823, shall conform to such instructions as he may receive from the 'Committee through their Chairman or Secretary.

**826.** Every candidate for examination shall produce to the 'Committee the extract from the register when he presents himself for examination.

### (C) Fees for Examination.

**827.** (1) The fees payable by candidates for the Mukhtarship Examination shall be Rs. 20 previous to examination.

(2) If in any case, a candidate for mukhtarship after having paid the fee required to be paid before examination, and having been found duly qualified and permitted to appear at any examination, is prevented from appearing, one-half of the fee paid by him will be refunded on a written application. If such a candidate apply in writing to the Committee within one month from the date of such examination to be allowed to appear at the next examination, his application shall be allowed on his paying one-half of the fee.

(3) Should a mukhtarship candidate be refused admission to the examination, the fee paid by him will be refunded on a written application accompanied by a certificate from the Secretary to the Committee to that effect.

### 3. Admission to practice of legal practitioners.

**828.** Any person who is qualified under these rules, and desires to be admitted to practice, shall present an application, for the purpose, in the prescribed form No. (M) 14A of the district in which the applicant intends ordinarily to practise, or to the Chief Judge, Court of Small Causes, Calcutta, if he desires ordinarily to practise in that Court or in the Courts of the Presidency Magistrates, Calcutta.

**829.** The application shall be accompanied by (a) a receipt showing the payment by the applicant into the Government Treasury of the district or, in case he intends ordinarily to practise in the aforesaid Courts in Calcutta, into the Imperial Bank of India, Calcutta, of the fee prescribed by rule 836, (b) the certificate of the committee showing that he has passed the Mukhtarship Examination or, as the case may be, his LL.B. diploma or provisional LL.B. certificate, (c) a stamp paper of proper value according to Schedules I and II of the Legal Practitioners Act, 1879, and in the case of an admission as a pleader, except where an application is made under the proviso to this rule, also (d) the certificates in Forms A and B prescribed by sub-rule (12) of rule 815.

Provided that a person desiring to be admitted as a pleader, may apply as aforesaid for such admission not earlier than two months before the date on which the period of his probation is due to be completed but he shall not be admitted as a pleader until the receipt of the certificates prescribed by sub-rule (12) of rule 815 on completion of the probationary period.

**830.** The District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, shall, on receipt of the application, cause a notice showing the applicant's name and place of abode together with his father's name and place of abode to be affixed in some conspicuous place of the court house, and forward a copy thereof, together with the application and the papers, as aforesaid, to the Registrar, High Court, Appellate Side, with a forwarding letter in Form No. (M) 14, with such remarks as he may think fit to make thereon.

**NOTE 1.**—Except in a case where a person applies for enrolment as a pleader under the High Court after practising as such under any other High Court or when a person applies for enrolment through the Judge of the district other than that in which he has served his probationship, no identification of the applicant for enrolment is necessary and therefore paragraph 3 of the form No. (M) 14 is not required to be filled in.

**NOTE 2.**—Where an application is made under the proviso to rule 829, the certificates in forms A and B shall not be forwarded to the High Court with the application but the fact that the applicant has complied with the proviso should invariably be verified by the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, before forwarding the application to the High Court. Such certificates shall be sent only after the completion of the probationary period.

**831.** The High Court may call for evidence of the respectability of the applicant in any case in which it may be deemed necessary.

### 4. Certificates and their Renewal.

**832.** On receipt of the application, the Registrar, of the High Court shall cause the copy of the notice, referred to in rule 830, to be affixed in some conspicuous place of the court building for at least six weeks. If the application is in order, and there is no objection to the applicant being admitted by the High Court, the Registrar shall, after the expiry of the aforesaid period of six weeks from the date of posting of the notice in the

High Court, cause his name to be entered in the proper register, and shall grant him a certificate as required by Section 7 of the Legal Practitioners Act, 1879, authorising him to practise, up to the end of the year in which it is granted, in the Courts and offices specified in the certificate.

**833.** The certificate shall bear the number assigned to it in the register and shall be signed by the Registrar and forwarded to the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to be delivered to the applicant.

**834.** Every application by a pleader or mukhtar for the renewal of his certificate under section 7 of the Legal Practitioners' Act, 1879, must be made through the Judge presiding over the Court in which he ordinarily practises, and unless the High Court otherwise orders shall be made not later than 1st December. The Munsif, Subordinate Judge, or Judge of a Small Cause Court shall forward the application for a renewed certificate to the District Judge. If for any reason the officer forwarding the application considers that the certificate should not be renewed, he shall submit a report to that effect to the District Judge.

NOTE 1.—See Note to rule 828.

NOTE 1.—The Chief Presidency Magistrate, Calcutta, is authorised under sec. 7 of the Legal Practitioners Act, 1879, to renew the certificates of practice of pleaders and mukhtars at the time ordinarily practising in the jurisdiction of any of the Presidency Magistrates' Courts in Calcutta. (Notification, dated the 1st February, 1900.)

NOTE 2.—In granting renewed certificates under clause (c), Schedule II, Part I, of the Legal Practitioners' Act, XVIII of 1879, the words "except the Calcutta Small Cause Court" should be inserted at the end of paragraph 2 of the certificates in the case of pleaders who are not graduates in law of one of the Universities mentioned in rule 815(2) ante.

**835.** Certificates may be renewed under sec. 7 of the Legal Practitioners Act (XVIII of 1879), by the Judge of the District Court or the Chief Judge, Court of Small Causes, Calcutta, or other officer authorised to renew certificates whether the value of the stamped paper on which the renewed certificate is to be issued (as prescribed by the second schedule of the Act) is the same as, or different from, the value of that on which the certificate in force of the particular pleader or mukhtar was issued.

NOTE.—The renewing officer shall check the entry in column 5 of the register in Form No. (R) 35 with the value of the stamp paper on which the certificate is renewed and then put his initial in column 6. If for want of time he is unable to check the entries in column 5, he is authorised to delegate his duty to the Sheristadar or head clerk or both. In that case the checking officer will after scrutiny certify that he has found the entries and the stamps to be correct and the renewing officer will then put his initial on the strength of the certificate.

**836.** (1) The fees payable on application for enrolment shall be as follows:—

	Rs.
Pleader	... 25
Mukhtar	... 10

NOTE.—As to value of stamps for certificates, whether original or renewed, see section 25 of the Legal Practitioners' Act, 1879, and the second schedule to the Act.

(2) Where in any case an applicant for enrolment as a pleader or mukhtar, after having paid the prescribed fee, is not enrolled for any reason, the fee paid by him may be refunded under orders of the Registrar, High Court, Appellate Side, on a written application made to him in this behalf.

837. A pleader or mukhtar desirous of practising in any district other than that in which his certificate was last renewed, shall apply to the District Judge of such district for the entry of his name in the district roll of pleaders and mukhtars. Similarly, a pleader ordinarily practising in the Court of Small Causes, Calcutta, who desires to practise in any district or *vice versa* shall apply to the District Judge concerned or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, for the entry of his name in the district roll of pleaders or in the roll of pleaders maintained by the Chief Judge. Before complying with the application the District Judge or the Chief Judge shall satisfy himself by such enquiries as he may think fit, as to the applicant's identity and previous good conduct.

838. A pleader or a mukhtar, enrolled as such by the Calcutta High Court before the 15th August, 1947, and practising in any district within the jurisdiction of the Dacca High Court after that date, who practise in any Court within the jurisdiction of the Calcutta High Court shall apply to the Registrar, High Court, Appellate Side, through the Judge of the district in which the Court where he practise is situated, or through the Chief Judge, Court of Small Causes, Calcutta, in the case of a pleader desiring to practise in that Court, or through the Chief Presidency Magistrate, Calcutta, in the case of a pleader or mukhtar desiring to practise in the Courts of the District Magistrates, Calcutta, for the entry of his name in the district roll of pleaders or mukhtars, or in the roll of pleaders or mukhtars maintained by the Chief Judge or the Chief Presidency Magistrate, Calcutta, as the case may be. Any such application shall be accompanied by the a renewed certificate for 1947 or, in the event of his certificate having been renewed for any subsequent year by a competent authority under the Dacca High Court, that renewed certificate, and a stamp paper of proper value for the renewal of his certificate for 1955. He shall also furnish the following application—

(1) proof of—

- (a) his having removed his name from the roll of pleaders and mukhtars, as the case may be, of the Dacca High Court;
  - (b) his acquisition of, or intention to acquire, Indian Nationality;
  - (c) the circumstances in which and the methods by which he entered India; and
  - (d) difficulty or impossibility of practising under the Dacca High Court on account of such political conditions or such other circumstances as this Court may consider sufficient; and
- (2) an affidavit of two respectable persons, who knew him acting as a practising pleader or a mukhtar of the place in Pakistan, who are known to the District Judge or the Chief Judge, Court of Small Causes, Calcutta, or the Chief Presidency Magistrate, Calcutta, as the case may be, within whose jurisdiction he may desire to practise, to establish his identity.

Subject to the provisions of this rule being complied with, the District Judge or the Chief Judge, Court of Small Causes, Calcutta, or the Chief Presidency Magistrate, Calcutta, as the case may be, may be authorised to renew the certificate of the applicant for 1955, after satisfying himself by such enquiries as he may think fit as to the applicant's previous good conduct.

Page 277-278, rule 838 substituted by S.O. No. 2 (Ord.) of 1961.  
Substitute "1963" for "1961" in line 17 and also in Note below the rule.  
[No. 70, dated the 27th November, 1963. Notification No. 8067E., dated the 21st December, 1961, and No. 8047E., dated the 7th December, 1962.]

High Court, cause his name to be entered in the proper register, and shall grant him a certificate as required by Section 7 of the Legal Practitioners Act, 1879, authorising him to practise, up to the end of the year in which it is granted, in the Courts and offices specified in the certificate.

**833.** The certificate shall bear the number assigned to it in the register and shall be signed by the Registrar and forwarded to the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to be delivered to the applicant.

**834.** Every application by a pleader or mukhtar for the renewal of his certificate under section 7 of the Legal Practitioners' Act, 1879, must be made through the Judge presiding over the Court in which he ordinarily practises, and unless the High Court otherwise orders shall be made not later than 1st December. The Munsif, Subordinate Judge, or Judge of a Small Cause Court shall forward the application for a renewed certificate to the District Judge. If for any reason the officer forwarding the application considers that the certificate should not be renewed, he shall submit a report to that effect to the District Judge.

NOTE 1.—See Note to rule 828.

NOTE 1.—The Chief Presidency Magistrate, Calcutta, is authorised under sec. 7 of the Legal Practitioners Act, 1879, to renew the certificates of practice of pleaders and mukhtars at the time ordinarily practising in the jurisdiction of any of the Presidency Magistrates' Courts in Calcutta. (Notification, dated the 1st February, 1900.)

NOTE 2.—In granting renewed certificates under clause (c), Schedule II, Part I, of the Legal Practitioners' Act, XVIII of 1879, the words "except the Calcutta Small Cause Court" should be inserted at the end of paragraph 2 of the certificates in the case of pleaders who are not graduates in law of one of the Universities mentioned in rule 815(2) *ante*.

**835.** Certificates may be renewed under sec. 7 of the Legal Practitioners Act (XVIII of 1879), by the Judge of the District Court or the Chief Judge, Court of Small Causes, Calcutta, or other officer authorised to renew certificates whether the value of the stamped paper on which the renewed certificate is to be issued (as prescribed by the second schedule of the Act) is the same as, or different from, the value of that on which the certificate in force of the particular pleader or mukhtar was issued.

NOTE.—The renewing officer shall check the entry in column 5 of the register in Form No. (R) 35 with the value of the stamp paper on which the certificate is renewed and then put his initial in column 6. If for want of time he is unable to check the entries in column 5, he is authorised to delegate his duty to the Sheristadar or head clerk or both. In that case the checking officer will after scrutiny certify that he has found the entries and the stamps to be correct and the renewing officer will then put his initial on the strength of the certificate.

**836.** (1) The fees payable on application for enrolment shall be as follows:—

	Rs.
Pleader	... 25
Mukhtar	... 10

NOTE.—As to value of stamps for certificates, whether original or renewed, see section 25 of the Legal Practitioners' Act, 1879, and the second schedule to the Act.

(2) Where in any case an applicant for enrolment as a pleader or mukhtar, after having paid the prescribed fee, is not enrolled for any reason, the fee paid by him may be refunded under orders of the Registrar, High Court, Appellate Side, on a written application made to him in this behalf.

837. A pleader or mukhtar desirous of practising in any district other than that in which his certificate was last renewed, shall apply to the District Judge of such district for the entry of his name in the district roll of pleaders and mukhtars. Similarly, a pleader ordinarily practising in the Court of Small Causes, Calcutta, who desires to practise in any district or vice versa shall apply to the District Judge concerned or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, for the entry of his name in the district roll of pleaders or in the roll of pleaders maintained by the Chief Judge. Before complying with the application the District Judge or the Chief Judge shall satisfy himself by such enquiries as he may think fit, as to the applicant's identity and previous good conduct.

838. A pleader or a mukhtar, enrolled as such by the Calcutta High Court before the 15th August, 1947, and practising in any district within the jurisdiction of the Dacca High Court after that date, who practise in any Court within the jurisdiction of the Calcutta High Court shall apply to the Registrar, High Court, Appellate Side, through the Judge of the district in which the Court where he practise is situated, or through the Chief Judge, Court of Small Causes, Calcutta, in the case of a pleader desiring to practise in that Court, through the Chief Presidency Magistrate, Calcutta, in the case of a pleader or mukhtar desiring to practise in the Courts of the District Magistrates, Calcutta, for the entry of his name in the district roll of pleaders or mukhtars, or in the roll of pleaders or mukhtars maintained by the Chief Judge or the Chief Presidency Magistrate, Calcutta, as the case may be. Any such application shall be accompanied by the applicant's renewed certificate for 1947 or, in the event of his certificate having expired, renewed for any subsequent year by a competent authority under the Dacca High Court, that renewed certificate, and a stamp paper of proper value for the renewal of his certificate for 1955. He shall also furnish the following application—

(1) proof of—

- (a) his having removed his name from the roll of pleaders and mukhtars, as the case may be, of the Dacca High Court;
- (b) his acquisition of, or intention to acquire, Indian Nationality;
- (c) the circumstances in which and the methods by which he entered India; and
- (d) difficulty or impossibility of practising under the Dacca High Court on account of such political conditions or such other circumstances as this Court may consider sufficient; and

- (2) an affidavit of two respectable persons, who knew him acting as a practising pleader or a mukhtar of the place in Pakistan, who are known to the District Judge or the Chief Judge, Court of Small Causes, Calcutta, or the Chief Presidency Magistrate, Calcutta, as the case may be, within whose jurisdiction he may desire to practise, to establish his identity.

Subject to the provisions of this rule being complied with, the District Judge or the Chief Judge, Court of Small Causes, Calcutta, or the Chief Presidency Magistrate, Calcutta, as the case may be, may be authorised to renew the certificate of the applicant for 1955, after satisfying himself by such enquiries as he may think fit as to the applicant's previous good conduct

Pages 277-278, now see the amended by Rule No. 2 (Ord.) of 1963.  
Substitute "1963" for "1961" in line 17 and also in Note below the rule.  
[No. 70, dated the 27th November, 1963. Notifications No. 8067E., dated the 21st December, 1961, and No. 9047E., dated the 7th December, 1962.]

**Note.**—This rule shall remain in force up to the 31st December, 1956.

ughters, if  
Chief Presi-

**Delete the words "or may" in lines 14-15 of the rule.**  
[No. 71, dated the 27th November 1950]

Magistrate, Calcutta.

File No. 4B-25 of 1962.]

**843.** Any person, who having obtained leave or having been refused renewal of his certificate under the last preceding rule, desires, on relinquishing his appointment or ceasing to be engaged as aforesaid, to be readmitted to practice, shall apply in the prescribed form [Form No. (M) 14-B] through the District Judge or the Chief Judge, Court of small Causes, Calcutta, as the case may be, to the High Court for permission, and shall furnish with his application such evidence as the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, shall require of good conduct and character during the period for which he obtained leave or his certificate was not renewed.

**844.** It shall ordinarily be considered unprofessional conduct on the part of a pleader or mukhtar to act professionally in connection with any matter or litigation concerning or arising out of an extraneous employment that he may have held or an occupation, trade or business in which he may have engaged himself.

**845.** (1) No pleader shall enter into or continue in professional partnership with any person other than a pleader holding a certificate under section 7 of the Legal Practitioners Act (XVIII of 1879), or be party to any agreement to share professional earnings with any person other than in accordance with the provisions of this rule.

(2) No pleader shall enter into a professional partnership with another pleader or become a member of an existing professional partnership without the permission of the High Court. A pleader who desires to enter into or become a member of such partnership shall make an application in that behalf to the High Court. Such application shall be made through a District Judge, or the Chief Judge of the Court of Small Causes, Calcutta, and shall give in respect of each partner particulars of his name, of the date of his admission as a pleader, of the Court by which his current certificate was renewed, and the Courts in which he is enrolled.

(3) Every application by a pleader who is a member of a professional partnership for renewal of his certificate under section 7 of the Legal Practitioners Act (XVIII of 1879) shall be signed by the pleader personally, and shall give in respect of each partner the particulars mentioned in sub-rule (2).

**846.** If a Pleader or Mukhtar, enrolled as such by the High Court, gets himself enrolled in a Court in a foreign country, his name may be removed from the Roll of Pleaders or Mukhtars, as the case may, if the High Court so decides.



## CHAPTER 39

### ANNUAL RENEWAL OF LEGAL PRACTITIONERS' CERTIFICATES, AND RETURNS OF THE SAME.

**847.** District Judges, the Chief Judge, Court of Small Causes, Calcutta, and the Chief Presidency Magistrate, Calcutta, shall submit to the High Court, during the 1st week of February, a return in form No. (S)33 in Vol. II, showing the names of the Pleaders and the Mukhtars whose certificates have been renewed by them for the current calendar year as well as the names of those who have not renewed their certificates up to the date of submission of the return. Separate return should be submitted of (1) Pleaders and (2) Mukhtars, and the first part of each return should show, in order of seniority, the names and particulars of those who have renewed their certificates, and the latter part, the names and particulars of those who have not done so.

**848.** A list containing the names of the Pleaders and the Mukhtars who have not renewed their certificates up to the date of submission of the annual return to the High Court under rule 847 shall be posted in the Court house with an intimation that they are not entitled to practice and that they are liable to penalties if found practising without having renewed their certificates. A copy of the list shall be sent by the District Judge to each Court within its judgeship for information. If the certificate of any Pleader or Mukhtar whose name appears in the list is subsequently renewed, his name shall be promptly reported to the High Court by the District Judge, the Chief Judge or the Chief Presidency Magistrate, Calcutta, as the case may be and the Courts in the judgeship informed of the fact by the District Judge.

**849.** District Judges will inform the District Magistrate of the names of any pleaders and mukhtars who may enrol themselves in their Courts, or may renew their certificates.

**850.** Similarly, the Chief Judge Court of Small Causes, Calcutta, will inform the Chief Presidency Magistrate, Calcutta, of the names of pleaders who may enrol themselves in his Court or, whose certificates may be renewed by him.

## CHAPTER 40

### RULES REGARDING THE FUNCTIONS, ETC., OF MUKHTARS FRAMED UNDER SEC. 11 OF ACT XVIII OF 1879.

**851.** The following are the functions, powers, and duties of mukhtars practising in the subordinate Courts:

- (1) To take instructions from his client and communicate with him.
- (2) To appoint and instruct advocates, vakils, pleaders, or attorneys; and to attend the Court during the trial of the client's case.
- (3) To inspect\* and take copies of records.
- (4) To present a plaint (including any documents that may be attached to it), and receive it back if it be rejected or returned. Civil Procedure Code, sec. 26; Or. 4, r. 1, Or. 6, r. 17; Or. 7, rr. 10 and 14.
- (5) To draw, and annex to the plaint, a memorandum of the documents which are attached to it; and present plain copies of the plaint or concise statements, as the case may be, and enter a list of documents to be relied upon by the plaintiff as evidence. Or. 7, rr. 9 and 14.
- (6) To produce documents for his client, and receive them back again if they be rejected or returned. Or. 5, r. 7; Or. 7, r. 17; Or. 11, r. 14; and Or. 13, rr. 1, 4, 6 and 9.
- (7) To tender a written statement, and receive it back again if it be rejected or returned. Or. 8, rr. 1 and 9; and see also Or. 6, rr. 16 and 17.
- (8) To apply for and receive process, and communicate with the serving officer or the Small Cause Court, as the case may be, with a view to the service of the same. Sec. 27; Or. 5, rr. 21 and 22; Or. 9, rr. 4 and 6.
- (9) To file interrogatories for delivery through the Court .. Or. 11, rr. 1, 2 and 4.
- (10) To file affidavits .. .. Or. 11, rr. 12 and 13.
- (11) To file notices for service through the Court and accept\* such notices on behalf of his client. Or. 11, r. 17.
- (12) To apply for an order of inspection, and inspect books, documents, etc., on behalf of his client. Or. 11, r. 18.
- (13) To apply to the Court to send for a record .. Or. 13, r. 10.
- (14) To apply for summonses to witnesses .. Or. 16, r. 1.
- (15) To apply for an adjournment .. Or. 17, r. 1.
- (16) To apply for execution, and for that purpose to file a tabular statement, inventory, or description of property. Sec. 50; Or. 21, rr. 10, 11, 12 and 13; and Or. 45, r. 15.

- (17) To apply for leave to bid on behalf of a decree-holder ... Or. 21, r. 72.
- (18) To apply for the discharge from the civil prison of the judgment-debtor. Sec. 58.
- (19) To apply to place the name of the representative of a deceased party on the record. Or. 22, rr. 3 and 4.
- (20) To apply to withdraw or adjust a suit (on producing a special power so to do). Or. 23, rr. 1 and 3.
- (21) To apply for a commission to examine witnesses, for a local investigation, to examine accounts, or to make a partition. Or. 26, rr. 2, 9, 11 and 13.
- (22) To apply to dispauper a suitor *in forma pauperis* .. Or. 33, r. 9.
- (23) To apply for an arrest before judgment .. .. Or. 38, r. 1.
- (24) To apply for an attachment before judgment .. .. Or. 38, r. 5.
- (25) To apply for an injunction .. .. Or. 39, rr. 1 and 2.
- (26) To file an agreement or case stated under Or. 36, rr. 1 and 2, of the C. P. Code (on producing a special power so to do). Or. 36, rr. 1, 2 and 3.
- (27) To file a memorandum of appeal or a cross-objection, duly signed and certified by a pleader, and receive it back again if it be rejected or returned. Or. 41, rr. 1, 3 and 22.
- (28) To pay money into, or deposit money in, Court, and receive and give receipts for payment of money out of Court. Or. 16, rr. 2 and 4; Or. 21, rr. 1, 39, 84 and 85; Or. 24, rr. 1 and 4; and Or. 45, r. 7.
- (29) To apply for an order of reference to arbitration (on producing a special power so to do). Arbitration Act, 1940.
- (30) To apply to file an award made, or special case stated by arbitrators appointed in a suit in Court (when empowered by the arbitrators so to do). Ditto.
- (31) To apply to have an award remitted to the arbitrators or set aside (on producing a special power so to do). Ditto.
- (32) To apply to file an agreement in writing that any matter in difference between two or more persons shall be referred to arbitration (on producing a special power so to do). Ditto.
- (33) To apply to file an award made without the intervention of the Court (on producing a special power so to do). Ditto.
- (34) To file applications by judgment-debtors to set aside sale on deposit of decretal amount and penalty. Or. 21, r. 89, and sec. 174 of the Bengal Tenancy Act.
- (35) To deposit rent, under sec. 61 of the Bengal Tenancy Act (VIII of 1885).
- (36) To apply to establish a right to measure land, under sec. 91 of the Bengal Tenancy Act (VIII of 1885).
- (37) To apply to have lands measured under sec. 103 of the Bengal Tenancy Act (VIII of 1885).
- (38) To apply for execution and sale under the Bengal Tenancy Act (VIII of 1885).
- (39) To apply for foreclosure, or to deposit money under Bengal Regulation I of 1798, or Bengal Regulation XVII of 1806.

(40) To apply for a certificate or for the revocation of a certificate, under Act VIII of 1890, or under Part X of Act XXXIX of 1925, if unopposed.

(41) To apply for probate or letters of administration, if unopposed.

(42) To file an application on behalf of a person applying to be declared insolvent. Sec. 12 of the Provincial Insolvency Act, V of 1920.

*Note 1.*—When any document (of whatever nature) is required by law to be signed or verified, or both signed and verified, it is incumbent upon the mukhtar to see that the same is properly signed or verified, or signed and verified before filing or presenting the same; and where any application is required to be made upon affidavit, or affirmation, or verified statement, it is not to be entertained unless so made.

*Note 2.*—When a plaint or a written statement is presented or tendered by a mukhtar [see clauses (4) and (7)] an endorsement shall be made thereupon by the officer of the Court receiving the same in the following terms:—

“Presented by A. B. Mukhtar.”

The endorsement shall be signed by such officer and by mukhtar.

**852.** A mukhtar shall not be allowed to address the Court except for the purpose of stating the nature and effect of his application, or, without the leave of the Court, specially given to offer any legal argument or examine witnesses.

**853.** Every mukhtar who has acted for a suitor in any appeal or matter shall be bound to furnish to his client, within 15 days after the decree or order of the Court has been signed, an account in form hereto annexed, and in a language which the client understands, showing all receipts and disbursements which have passed through his hands in the cause; and to such account shall be annexed a receipt signed by the advocate, vakil or pleader for all fees paid to him.

*A. B., in account with C. D., Mukhtar of Subordinate Court of.*

Cr.

Dr.

19	Ra. a. p.	• 19	Ra. a. p.
<i>1st January.</i>		<i>January.</i>	
To money advanced ..	..	To paid for (here state particulars).	
		To my fee for (here state the particular acts he has done in the matter).	
		To fee paid to E. F. advocate, vakil, or pleader for, etc., etc.	

**854.** The following are the functions, powers and duties of mukhtars of the High Court practising in Civil Courts subordinate to the High Court, subject to the instructions of their client:—

To communicate with his client.

To instruct advocates, vakils, pleaders, or attorneys during the trial of the client's case.

To make such applications as can be made to an officer of the Court, but not to the Court itself, provided that he shall not be entitled to apply to inspect records.

To pay money into, or deposit money in, Court and, where specially empowered by his mukhtarnama, to receive and give receipts for payment of money out of Court.

To deposit security when required under Or. 41, r. 10, C. P. Code.

To apply for copies of any paper from the record of any case and receive them after paying fees.

To identify persons before the Court officers.

To communicate with the Court officers for information regarding any case.

} Or. 16, rr. 2 and 4; Or. 21, rr. 1, 39, 84 and 85; Or. 24, rr. 1 and 4, and Or. 41, r. 10 of C. P. Code.

**855.** The instructions contained in rule 853 shall also apply to mukhtars of the High Court practising in Civil Courts subordinate to the High Court.

## CHAPTER 41

### RULES REGARDING VAKALATNAMAS AND MUKHTARNAMAS.

**856.** Vakalatnamas and mukhtarnamas, whether executed by principals or their attorneys and agents and mukhtarnamas under the authority of which vakalatnamas are executed, shall not be required to be verified on oath. The responsibility in regard to all such documents being properly and correctly executed shall rest entirely with the legal practitioners concerned. This rule does not apply to cases in which only mukhtars or agents not duly certificated under any law for the time being in force are employed. In all such cases the mukhtarnamas shall be verified on oath.

**857.** Advocates practising in the High Court shall note on their vakalatnamas the names of the mukhtars or other persons from whom the vakalatnamas are received.

**858.** The appointment of a mukhtar in addition to a pleader cannot be authorised on the vakalatnama appointing the latter, but only on a separate document drawn as a mukhtarnama and *vice versa*.

**859.** No advocate, vakil or pleader without accepting in writing a vakalatnama (and filing it if it be not already filed) shall act in any case.

**860.** No advocate, vakil or pleader shall plead in any case unless he has (a) been engaged for that purpose by another advocate, vakil or pleader duly appointed to act for the party or (b) filed a memorandum of appearance under (Or. 2, r. 4, C. P. Code).

**861.** When the party cannot sign his or her name, the vakalatnama or mukhtarnama must be endorsed as follows:—

I, A.B., do hereby appoint C.D., advocate/vakil/pleader/mukhtar, to act for me in the abovenamed cause, in token whereof I have made my mark in the presence of E. F.

X. (Mark).

and I, E.F., do hereby attest the above mark as having been made in my presence by A.B., who is known to me.

X. (Signature).

NOTE.—The attester should be a person other than the person who writes the endorsement.

**862.** (1) The Courts accept vakalatnamas and mukhtarnamas on the responsibility of the legal practitioners filing them. An advocate, vakil or a pleader accepting a vakalatnama or a mukhtar accepting a mukhtarnama purporting to be executed by his client in person is bound to satisfy himself as best as he can that it was so executed. When it purports to be executed by a third party, on behalf of his client, he is bound to ascertain that such person has been duly empowered by the client to appoint an advocate, vakil, pleader or mukhtar, as the case may be, and has himself executed the document.

(2) No advocate, vakil or pleader shall receive a vakalatnama and no mukhtar shall receive a mukhtarnama from any person other than the party himself or his recognised agent within the meaning of the C. P. Code (Or. 3, r.2), or a person duly authorised by power-of-attorney

to act in his behalf, or his servant, relation or friend or an advocate or vakil or pleader or mukhtar specially authorised in writing in that behalf.

NOTE 1.—The authority should be in the following form:—

I, A. B., do hereby authorise C. D., my relation/servant/pleader, etc., to deliver the accompanying vakalatnama/mukhtarnama to E. F., my duly appointed advocate/vakil/pleader/mukhtar in the abovenamed cause.

X. (*Signature or thumb impression*).

NOTE 2.—The authority may be endorsed on the vakalatnama or mukhtarnama itself.

NOTE 3.—A vakalatnama received by the advocate, vakil or pleader, or in the case of a mukhtarnama, by the mukhtar, himself through the post from a person previously known to him, and with whose handwriting he is familiar, may be accepted.

(3) No advocate, vakil, pleader or mukhtar shall receive a vakalatnama and no mukhtar shall receive a mukhtarnama from a person who is unable to sign his or her name, unless it bears an endorsement in the form prescribed by rule 861 above.

(4) Where there are more parties than one and they desire to appear by separate vakalatnamas or mukhtarnamas, the vakalatnama or mukhtarnama of one may be received from any other similarly authorised, but if they desire to appear by one and the same vakalatnama or mukhtarnama, it may be received from any one of them or from a person duly authorised by any one of them without special authority from the others.

(5) Every advocate, vakil or pleader filing a vakalatnama and every mukhtar filing a mukhtarnama shall endorse on the back of it with his own hand the following particulars:—

- (i) the date of acceptance,
- (ii) the name of the person from whom it is received, and
- (iii) if such person is neither the client himself nor an advocate, vakil, pleader or mukhtar, the precise nature of the authority of that person with date of the authority.

NOTE 1.—Bench clerks and other officers who are authorised to receive vakalatnamas or mukhtarnamas must in every case satisfy themselves that the endorsements are properly made and contain all the particulars required by this rule.

The name of the person from whom the document is received must always be given and it is not enough to describe him as plaintiff or defendant. This applies also to each case of subsequent acceptance under sub-rule (6).

NOTE 2.—Subsequent acceptance of a vakalatnama or mukhtarnama already filed shall also be endorsed with the same particulars under the three heads (i), (ii) and (iii) [*vide* sub-rule (6)].

(6) A vakalatnama or mukhtarnama, which has been filed in Court may subsequently with the permission of the presiding Judge, be accepted by an advocate vakil, pleader or mukhtar, as the case may be, whose name appeared in it at the time when it was first filed; in the case of such subsequent acceptance the endorsement shall contain the same particulars as are required in the case of the first acceptance under sub-rule (5) above.

NOTE 1.—A pleader's registered clerk cannot transfer a vakalatnama to any pleader.

NOTE 2.—The several provisions of rule 862 apply to attorneys practising in the subordinate Courts.

(7) Where any member of a professional partnership referred to in rule 845 has accepted a vakalatnama or powers from any party to a litigation under the provisions of this rule, every other partner of the firm shall be

deemed in all respects, other than in respect of appearance in Court, to have accepted a vakalatnama or powers from such party and shall not be entitled to act or to plead in the same litigation for any other party.

(8) No vakalatnama or powers shall be accepted in the name of the firm constituting a professional partnership. The partners or such of them who may so desire, must accept the same individually.

**863.** A party who has retained an advocate, vakil, or pleader to appear and act for him and appointed him by execution of a vakalatnama cannot be heard in person, unless he first withdraws the vakalatnama and determines the appointment in the manner laid down in Or. 3, r. 4, C. P. Code.

**864.** (1) If no fresh vakalatnama is filed in execution cases, the party applying for execution must make a verified statement that the advocate, vakil or pleader filing the application for execution is the duly authorised advocate, vakil or pleader who acted for him in the original suit.

(2) As the powers conferred on an advocate, vakil or pleader cease on the enforcement of the decree, —that is on payment of the money (if money be decreed) into Court—an advocate, vakil or pleader in a suit cannot receive without any special power, sums realised in execution of the decree in such suit. The taking of the money out of Court is a subsequent and separate transaction and no advocate, vakil or pleader shall be allowed to receive or withdraw the same unless—

- (a) the vakalatnama under which he acted on behalf of his client in the suit or in the execution proceedings (where a fresh vakalatnama has been filed) contains a special clause enabling him to do so, or
- (b) there is a separate instrument distinctly conferring on him the authority to do so, or
- (c) the decree-holder has in his application for execution made a verified statement that a special power to receive money realised in execution had been conferred on the advocate, vakil or pleader who acted for him in the suit concerned and also a prayer that the money should on realisation be paid to the said advocate, vakil or pleader acting on his behalf under such power.



## CHAPTER 42

### DRESS.

**885.** Advocates of the High Court shall, when appearing in subordinate Courts, wear the same gown as in the High Court. Vakils, if any, appearing in such Courts, shall wear the same gown as they were entitled to prior to the 1st July, 1928.

The following distinctive dress shall be worn by legal practitioners of the subordinate Courts when appearing in Court:—

(1) *By Pleaders.*—(a) A black or white *chapkan*, *achkan* or buttoned-up long coat with trousers to match and a black alpaca gown of the cut and shape of a B.A. gown; or

(b) If European dress is worn, then a black coat with dark or white trousers and a black or dark coloured plain tie and the gown.

(2) *By Mukhtars.*—The same dress as that of pleaders in sub-rule (1) (a) and (b) but without the gown and with a black or white *choga* or a white *chaddar* crossed at the breast when wearing the *chapkan* or *achkan* in sub-rule (1) (a).

NOTE 1.—“White” in sub-rule (1) (a) comprises any plain dull colour like whitish, pale cream, natural, tussore, etc.

NOTE 2.—Pleaders have the option of wearing or not wearing their gowns when appearing before Magistrates or other executive officers discharging civil and revenue duties, who are not themselves required to wear gowns.

NOTE 3.—The wearing of a head dress, a turban or a *pugree* for pleaders and a *shamla* for mukhtars, when appearing in Indian dress, is optional.

## CHAPTER 43

### **RULES REGARDING PLEADERS' AND MUKHTEARS' LICENSED CLERKS UNDER SECTION 31A OF THE LEGAL PRACTITIONERS ACT, 1879 AS AMENDED BY THE BENGAL TOUTS ACT, 1942.**

**867.** In these rules (1) "licensed clerk" means a clerk who is employed by a pleader or mukhtear in connection with his legal business and is licensed as such under these rules, and, unless the context otherwise requires, the expression "pleader" includes a firm of pleaders and (2) "form" means a form prescribed by, and appended to, these rules.

A licensed clerk shall for the purpose of performing the ministerial part of the work of his employer have access to any Court in which the latter is authorised to practise and shall approach such of its ministerial officers as may in that behalf be designated by the presiding Judge of such Court but he shall not have access to the office of any Court.

No person employed by a pleader or mukhtear other than a licensed clerk shall be allowed access to any of the Courts of the district or to have any dealing with the ministerial officers attached thereto.

**870.** A licensed clerk desiring to have access to any ministerial officer referred to in rule 868 shall on demand produce his license.

**871.** Not more than one clerk in the case of a mukhtear, and not more than two clerks in the case of a pleader, shall ordinarily be licensed at a time. In special cases a pleader or a mukhtear may be allowed to employ any licensed clerk in excess of the number prescribed by this rule. Such cases shall be reported to the High Court for orders with a statement of the reasons for exceeding the prescribed number.

**872.** The licensed clerks of a firm of pleaders shall be deemed to be the common licensed clerks of each of the partners. No extra clerk for any partner in his individual capacity shall be licensed.

**873.** At district headquarter stations the licensing authority shall be the District Magistrate in the case of clerks of mukhteers ordinarily practising in the magisterial Courts and the District Judge or, if so authorised in this behalf by the District Judge any Judicial Officer at Sadar in all other cases, and at other stations such authority shall be the principal magisterial Court and the principal Civil Court respectively. Where there is more than one Civil Court of the same grade at any such station the power shall be exercised by the senior of the Judges of such Courts unless the District Judge otherwise directs. The Chief Judge, Court of Small Causes, Calcutta, and the Chief Presidency Magistrate, Calcutta, shall respectively, be the licensing authority, in respect of clerks of pleaders (and mukhteers, if any) ordinarily practising in the Court of Small Causes, Calcutta, and the Courts of Presidency Magistrates, Calcutta.

**874.** (1) Every application for the grant of a license to a clerk shall be made to the licensing authority by the pleader or mukhtear desiring to employ him. It shall be accompanied by a statement of the clerk proposed to be employed that he is willing to be taken in as a licensed clerk of the pleader or mukhtear concerned and that he will employ himself exclusively in the service of his employer for purpose of his *bona fide* legal business.

(2) Every person who desires to be licensed as a clerk shall be required to write in the presence of the licensing authority or any person appointed by him for the purpose and no person whose handwriting is illegible or bad shall be registered as a licensed clerk.

(3) Such application shall be on plain paper and shall contain—

(i) a certificate from the pleader or mukhtear that the person proposed is to the best of his belief fit to be so employed and will be employed *bona fide* in his own service and for the purpose of his legal business; and

(ii) the name or names of other licensed clerks, if any, under him.

(4) Any pleader or mukhtear applying for the registration of a clerk who was previously the licensed clerk of another pleader or mukhtear practising at any station, shall file with the application a certificate of conduct granted by the previous pleader or mukhtear, or give a satisfactory explanation for omitting to do so.

(5) No license shall be issued unless the licensing authority is satisfied that the clerk has sufficient knowledge of both English and Vernacular of the district in which the Court is situated and is fully conversant with the duties he has to perform.

(6) The licensing authority on receiving the application may—

(i) dispose of it at once when the person proposed is known to him; or

(ii) refer it to the Bar Association or the Mukhtears' Association, as the case may be, for their opinion, or

(iii) make such other enquiry as he thinks necessary.

(7) When the licensing authority is of opinion that the person proposed is a fit and proper person to be employed as a licensed clerk he shall enter his name in a register in Form No. (R)36A and issue to him a license in Form No. (M)35A. These licenses shall be strictly non-transferable and shall be returned at the close of each year for renewal. It is not necessary to issue a fresh card each year. The fact of renewal may be endorsed on the back of the old card.

(8) Each licensing authority shall at the beginning of the year send a copy of the register and of all subsequent additions and alterations therein immediately after they are made to the other licensing authority, if any, at the same station for information and for incorporation in his register.

**875.** Every application by a pleader or mukhtear for the annual renewal of his clerk's license shall be made to the licensing authority not later than 1st December and such application shall be made on plain paper. The licensing authority shall, unless he has reasons for not renewing it, cause the necessary entries to be made on the back of the license as a token of renewal by an officer to be authorised by him in this behalf.

**876.** If an application for renewal of license be made after the date prescribed by rule 875, it shall be accompanied by the explanation of the clerk in the form of a verified petition showing cause for the delay in applying for the renewal. When however, such application is made after the expiry of the period for which the license was last granted, it shall be accompanied by an affidavit explaining the delay in applying for renewal and stating that he has not since then worked as the clerk of any pleader or mukhtear in any Court.

**NOTE.**—The affidavit shall be executed on an impressed non-Judicial stamp under Article 4, Schedule I to the Indian Stamp Act, 1899.

**876A.** Any licensing authority in the case of a clerk registered by him may, for reasons to be recorded in writing and after hearing the clerk in his defence, order his suspension or removal from the register and the cancellation of his license, if he is guilty of any misconduct such as to render him unfit for the exercise of his duties or convicted of any offence involving moral turpitude. Every order of removal shall be communicated to the other licensing authorities of the district.

**NOTE.**—Proceedings taken against clerks under this rule shall be deemed to be administrative and not judicial proceedings.

**877.** Where the order of removal or discharge is passed by a Court subordinate to the District Judge, there shall be a right of appeal to the District Judge.

**878.** No application shall be made by a pleader or mukhtear for the grant of a license to a person whose name has been removed from the Register under the preceding rule, unless the said order of removal has been, by a subsequent order of competent authority, withdrawn or modified.

**879.** No person licensed as the clerk of one pleader or mukhtear shall do business in the Courts or offices thereof on behalf of any other pleader or mukhtear except in the case of illness or absence on leave of any licensed clerk, when the presiding Judge of the Court may, on the written requisition of the pleader or mukhtear under whom the clerk is engaged, permit the licensed clerk of another pleader or mukhtear to discharge the absentee's duties for a period not exceeding fifteen days.

**880.** No clerk licensed as the clerk of a particular pleader or mukhtear shall except in the absence of his employer, pass or hand over to another pleader or mukhtear any paper written by him to be filed in a case unless such paper also bears his employer's signature.

**881.** The rules regarding registration of pleaders' clerks shall also apply to the clerks of vakils and advocates ordinarily practising in subordinate Courts or in the Court of Small Causes, Calcutta, or in the Courts of the Presidency Magistrates, Calcutta.

**882.** The Courts shall allow the licensed clerks of pleaders or mukhteers practising before them—

- (1) to present applications signed by their masters, for—
  - (a) copies or information, (b) supply of forms, (c) return of documents, (d) repayment of deposits, (e) inspection, (f) all applications of a routine nature,
- (2) to take delivery of copies or information,
- (3) to tender money,
- (4) to identify persons verifying affidavits before the Sheristadar,
- (5) to take notes from cause lists, books of information, etc., regarding dates of hearing, processes and process-fees due, etc.

**883.** Clerks shall not be allowed to inspect or handle records.

#### *Rule regarding tout.*

**884.** Any person who acts as a clerk of a pleader or a mukhtear without a license granted to him in accordance with the above rules, shall be deemed to be a "tout" within the meaning of section 3 of the Act and in this respect the provisions of section 36 of the Act shall apply.

## **PART IX.—Establishment, Libraries, Office Rules, Administrative Work, &c., &c., and Annual Inspections**

### **CHAPTER 44**

#### **ESTABLISHMENT.**

##### **1. Process-serving peons.\***

**885.** The process-serving establishment in each district shall consist of—

- (i) such number of permanent process-servers for each station of the district as shall be determined from time to time by the High Court with the approval of Government, and
- (ii) temporary peons, to be known as probationers whose number in each station shall not exceed 10 per centum of the number of permanent process-servers employed there and whose duties shall be to assist the process-servers and to perform the work of such of them as are on leave.

**NOTE.**—The term 'probationers' is applied to these temporary peons for convenience of nomenclature only. The Probation Rules issued in Government of West Bengal, Finance Department's notification No. 845F of the 19th March, 1953, will not apply to them.

**886.** There shall be a joint process-serving establishment for all Courts at the same station under the direct control of the nazir, who will be responsible to the various Courts for proper service and execution of processes made over to him for the purpose. A register of process-serving peons shall be maintained at each station in Form No. (B) 16, Volume II.

**887.** (a) A monthly salary of Rs. 25—1/2—35 shall be allowed to process-servers employed in the service or execution of processes of the Civil Courts in West Bengal. They shall also draw compensatory and other allowances as sanctioned from time to time for corresponding employees under Government.

(b) The temporary peons employed as probationers shall be on the time-scale pay of Rs. 20—1/4—25 per mensem: provided that a probationer may draw pay in the time-scale of Rs. 25—1/2—35 on being appointed to officiate in a permanent or temporary post of process-server (otherwise than in a leave vacancy) or on his appointment substantively against a permanent vacancy, even though he has not been confirmed. If permanent orderlies, office peons and duffries are employed as probationers, they shall draw the difference between Rs. 20—1/4—25 and their substantive pay as personal pay while they hold the temporary posts.

(c) The pay of a probationer appointed substantively to, or to officiate in, a post of process-server in the scale of Rs. 25—1/2—35 shall be fixed in accordance with the provisions of the West Bengal Service Rules, Part I.

**888.** (a) Leave vacancies among process-servers will not be filled. The work of men on leave will be performed by probationers without extra remuneration.

---

\*The rules in this Chapter regarding remuneration of peons, number of peons, etc., have been made under Sections 20(iii) and 22 of the Court Fees Act.

(b) Temporary vacancies (not leave vacancies) in posts of permanent process-servers shall be filled by the promotion to officiate therein of probationers.

(c) Temporary posts of process-servers created in accordance with rule 896 will be filled by the promotion to officiate therein of probationers.

(d) Substantive vacancies in post of permanent process-servers shall be filled by the appointment thereto of probationers, provided that a probationer shall not be confirmed in a permanent post until he has completed at least two years' service on probation (previous service as a probationer or officiating service in a temporary or permanent post of process-server shall count as service on probation for the purpose of this rule).

(e) Leave vacancies in posts of probationers shall remain unfilled.

**889.** Vacancies (other than leave vacancies) occurring at any station in post of probationers shall be filled by the appointment thereto of enrolled candidates attached to that station. Any periods of duty in a post of probationer performed by an enrolled candidate, whether continuous or otherwise, will count towards the two years of probation prescribed by rule 888 (d) on the subsequent appointment to a permanent post.

**NOTE.**—On the promotion of a probationer to officiate in a post of process-server a temporary vacancy in a post of probationer will occur. This vacancy should be filled by the appointment of the senior enrolled candidate. On the reversion of the probationer to his old post on completion of his term of officiating service, the junior enrolled candidate acting as probationer should be discharged.

**890.** Deleted.

**891.** The Nazir at each station shall maintain a register of candidates enrolled under orders of the Judge-in-charge of the Nazarat for filling up vacancies in posts of probationers.

**892.** The Judge-in-charge shall at occasions require hold examinations in reading, writing and of a knowledge of the rules regarding service and execution of processes. Persons passing the test shall be placed on the enrolled list.

**NOTE 1.**—Orderlies, office peons and night-watchmen will be eligible as probationers, provided they possess the required qualification and pass the test.

**NOTE 2.**—Candidates found to be unfit and undesirable should be struck off the enrolled list.

**NOTE 3.**—The permanent appointment of peons lies with the District Judge.

**893.** A conduct register of peons with a sufficient number of pages for each shall be maintained in every nazarat and all cases of irregularity, failure of duty or misconduct on the part of a peon should be noted therein with details of action taken.

**NOTE.**—Punishment of every kind awarded to peons should be noted in the service book with particulars of the offence.

**894.** No peon should be retained or appointed for the service of the processes who cannot read and write sufficiently, or who is not capable of fully and intelligently carrying out the duties of a process-server.

**895.** Table I below gives the minimum number of processes per annum that should be served by one peon in the several stations of each district on the assumption that each peon spends at least 20 days per

mensem in the mufassil on the service of processes. Table IA gives the corresponding minimum district average number of processes that should be so served. The number of permanent process-servers for each district of West Bengal, will be fixed by the High Court from time to time with the approval of Government [*vide* rule 885 (i)].

TABLE I.

*Bankura.*

Sadar	... 750
Bishnupur	... 750
Khatra	... 800

*Birbhum.*

Sadar	... 700
Bolpur	... 750
Dubrajpur	... 750
Rampurhat	... 800

*Burdwan.*

Sadar	... 700
Asansol	... 750
Kalna	... 900
Katwa	... 900

*Cooch Behar.*

Cooch Behar (Sadar)	... 700
Dinhata	.. 700
Mathabhanga	.. 700
Tufanganj	... 700
- Mekliganj	... 650

*Hooghly.*

Sadar	... 700
Serampore	... 800
Arambagh	... 650

*Howrah*

Sadar	... 800
Uluberia	... 750
Amta	... 800

*Midnapore.*

Sadar	...	800
Contai	...	800
Danton	...	850
Garbeta	...	900
Ghatal	...	750
Jhargram	...	850
Tamluk	...	800

*Murshidabad.*

Sadar	...	700
Jangipur	...	800
Kandi	...	750
Lalbagh	..	800

*Nadia.*

Krishnagar	..	800
Ranughat	...	850

*24-Parganas.*

Alipore	...	750
Baraset	...	750
Baruipur	...	750
Basirhat	...	750
Diamond Harbour	...	750
Sealdah—		
Small Cause Court	...	600
Munsifi	..	750
Bongaon	...	800

*West Dinajpur.*

Balurghat	...	900
Raiganj	...	900

*Darjeeling.*

Darjeeling (throughout the district)	∴	450
--------------------------------------	---	-----

*Jalpaiguri.*

Jalpaiguri	...	850
Alipur Duars	...	450

*Malda.*

Sadar	..	850
-------	----	-----



TABLE I A.

TABLE IA,

Name of the district

i.e., average to the  
nearest 5.

Burdwan	... 775
Birbhum	... 755
Bankura	.. 760
Midnapore	... 815
Hooghly	... 750
24-Parganas	... 755
Nadia	... 855
Murshidabad	... 760

NOTE 1.—For the purpose of the rule all copies of a process of the same description in one and the same case (whether it be a summons, warrant, notice, etc.) served in one village or town by a process-server at one and the same visit, shall be reckoned as one original process; while copies served in the same village or town on separate visits, or in different villages or towns, shall be reckoned as so many original processes as the number of different villages or towns on separate visits to the same village or town. Thus where five copies of a process in one and the same case are served on five different persons in the same village in one visit by a process-server, this will be reckoned as a service of one original process; while where they are served in the same village on five separate visits, or in five different villages, this will be reckoned as a service of five original processes.

NOTE 2.—Three processes will be counted for each emergent process.

NOTE 3.—Each day on which a peon is occupied in keeping custody of attached movable property, standing crops or of a person under arrest, in attending on commissioners deputed to deliver possession or in taking records, letters, etc., from one station to another, should be reckoned as service of three original processes.

**896.** (1) The District Judge will temporarily increase or decrease the actual strength of process-servers in his district if such increase or decrease is warranted on a calculation of the total permissible strength to be obtained by dividing the total of the number of original processes of all Courts issued to the process-servers for service in the district in the preceding calendar year by the district average number of processes per process-server shown in Table IA of rule 895. Any fraction will count as one.

(2) The average number of days per month spent by the process-servers in the mufassal on the work of process-serving shall also be calculated. This shall be calculated by ascertaining the total number of days spent in the mufassal on process-serving during the calendar year previous to the date of calculation by all the process-servers of the district (including probationers while doing the work of process-servers on leave), and dividing the number by the total number of process-servers (including temporary men, but excluding probationers) actually employed in the district during the same period, and then dividing again by 12.

(3) The calculations described above should be made by District Judge each year in January. An increase in the actual strength of process-servers if justifiable under the above calculations, shall be effected by filling any permanent posts vacant, and when the full sanctioned strength of permanent men is already employed by the creation of temporary posts in the scale of pay of the permanent posts. A decrease shall be effected, if warranted by the calculations, by abolishing any temporary posts of process-server, and if there are no such posts, by leaving unfilled

vacancies in permanent posts as they occur. Such increase or decrease, as the case may be, will take effect from the beginning of the next financial year.

(4) A yearly report of the calculations thus made shall be sent to the High Court and to Government, so that it may be seen whether the peon personnel represents the actual requirement based on the standards laid down in rule 895.

(5) If sufficient cause appears for altering the district average shown in Table IA of rule 895, the District Judge may report the matter to the High Court which will issue orders subject to the approval of Government.

(6) The District Judge may apportion the process-servers of the district among different stations as may appear necessary, the figures in Table I being used as a guide for this purpose.

(7) It should be remembered that if the minimum standard is in fact too high, this will appear from the inability of the staff allotted on that basis, to cope with the work. On the other hand, if the standard is too low the fact will not emerge so easily; if the staff work with full efficiency, the lowness of standard will appear from the fact that they were not employed on the average 20 days in the mufassal, and whenever the calculations for any station appear to justify the full staff but the average number of days spent in the mufassal is less than 20, this will show that the minimum standard for that station has been pitched too low. But it is likely that the staff will accommodate itself by slackness to the lower standard. Before submitting any proposals for lowering the minimum in any station District Judges should satisfy themselves that the staff in that station is working efficiently, and further that relief cannot be given from other stations where the minimum standard may be too low.

**897.** In order to ensure that processes are fairly distributed among process-servers and that a fair average of successful work is attained by each process-server, a statement in Form No. (R) 18 shall be prepared by the nazir and placed before the Judge in charge of the nazarat at the close of each month for scrutiny. A copy of the statement with the remarks of the Judge in charge and the disciplinary action taken in the case of offending peons shall then be forwarded to the District Judge who will compare the work done by each process-server in the several Courts in his jurisdiction and see whether the rules regarding distribution and service of processes are being strictly observed, and whether proper disciplinary action has been taken against delinquent process-servers.

**898.** Every nazir shall, at the end of each month, place before the Judge in charge a statement of the number of processes, calculated as in rule 895 and the Notes thereto which may have been executed by the process-servers within the month; and such statement shall show the number declared by each Court as emergent. A copy of the statement shall also be sent to the District Judge.

In West Bengal, provisions relating to discipline and appeal are contained in Rule 17 of the Bengal Civil Court's Clerical and Inferior Services (Recruitment, Discipline and Appeal) Rules, 1941, and the authority empowered to impose penalties and the penalties which he may impose, and the appellate authority, are shown in the schedule to the said rules.

## 2. Ministerial Officers.

**900.** (1) A service book in the prescribed form should be maintained for every non-gazetted Government servant holding a substantive post on a permanent establishment in accordance with the rules framed by the Provincial Governments in this behalf.

(2) The leave account maintained for every non-gazetted Government servant should be revised annually and kept up-to-date.

**901.** (1) Every additional Judge, or Subordinate Judge or Munsif (including an Additional Subordinate Judge or an Additional Munsif) is required to send to the District Judge annually by 15th April, a confidential character report relating to Financial year in Bengal Form No. 290-B as amended, on the work, character and official merits of each of the ministerial officers employed in his office and in the departments placed in his charge.

(2) The District Judge should similarly draw up in the Bengal Form No. 290-B as amended a confidential character report on the work, character and official merit of each of the ministerial officers employed in his own office.

**902.** (1) A ministerial officer (whether continuously or not) who has completed three years as District Judge's Sheristadar or as nazir at district headquarters or in both those posts in succession and who was previous thereto holding any other post or posts at the sadar station for two years or more, becomes liable for transfer, if the High Court consider it desirable.

(2) The High Court reserves to itself the right to transfer any such ministerial officer at any time, before the completion of the tenure of office laid down in sub-rule (1) of this rule, whenever a review of the case of any such officer shows that in the interests of the service his transfer is desirable before the prescribed period.

**903.** (1) The District Judge should from time to time consider the question of transferring the ministerial officers of one station to another station in the district whenever they have been in the same station or in the same post for more than five years continuously.

(2) If it is found desirable to transfer a ministerial officer from a station but there is no corresponding post of the same grade in any other station within the district, the matter should be reported to the High Court, so that his transfer to another district may be arranged.

**904.** After holding a responsible position and dealing with accounts and money for not more than five years, a ministerial officer must be transferred to another appointment in the same or another office or department. This rule applies to nazirs, accountants and cashiers of all Courts as well as to Sheristadars and mohurrifs of Munsif's Court when they are employed in keeping accounts, there being no separate accountant.

**NOTE 1.**—The taking of leave for a period of not less than six months at a time after holding such post for five years continuously may be deemed as interruption provided an independent officer acts in the post and the presiding Judge is satisfied that no exception could be taken to the conduct of the officer on leave during the term he held the office. Reappointment to the same post should however be avoided as far as possible.

**NOTE 2.**—The transfer under the rule may be to a post under another Court in the same or a different station, or to a post under the same Court unconnected with the keeping of accounts or cash.

**NOTE 3.**—This rule does not generally apply to assistant accountants or naib-nazir, who only assist the accountant or cashier, but such officers are liable to be transferred under rule 903.

(1) The West Bengal Board's Miscellaneous Rules, 1955 relating to securities, rules 127, 139, 142, 145 and 149 in particular, shall be followed *mutatis mutandis* in the case of ministerial officers of Civil Courts who are required to furnish securities and the process-servers attached to the Courts.

NOTE 1.—Accountants, Record-keepers and Assistant Record-keepers are required to furnish the security prescribed by rule 139 of the West Bengal Board's Miscellaneous Rules, 1955.

NOTE 2.—In cases where a clerk is required to officiate as Nazir for a period of three months or less, attention should be paid to the two provisos to Rule 142 of the West Bengal Board's Miscellaneous Rules which regulate the furnishing of securities in such cases. There is, however, no objection to the procedure indicated in Note 4 to Rule 22 of the West Bengal Financial Rules, Vol. I, being followed in the case of officiating periods of three months or less. When the officiating period exceeds three months, the clerk officiating as Nazir should either furnish the full amount of the security or the permanent Nazir should stand surety for him to the extent of his own security.

NOTE 3.—One process-serving peon cannot stand security for another peon.

(2) Whenever it is found that the amount in the hands of an officer handling money is frequently in excess of the amount of his security, steps should be taken to ensure that his security is promptly raised to the proper figure.

NOTE.—The power to reduce the security in exceptional cases is vested in the local Government alone and the District Judge has not been empowered to exercise the function.

## CHAPTER 45

### LIBRARIES.

**906.** In each office an official, to be nominated by the presiding Judge in writing, shall be placed in charge of the library. He will be primarily responsible for the custody and preservation of the books therein; but this will not relieve the presiding Judge from the general responsibility devolving on him as the head of the office.

It shall be the duty of the librarian—

- (1) to stamp the seal of the Court on the title page and several leaves of each book;
- (2) to affix on the lower portion of the back of every book received a label with a number corresponding to a number in the catalogue;
- (3) to keep a classified and indexed catalogue of all books in the prescribed form and to prepare a new catalogue every five years;
- (4) to check the catalogue with the books at the commencement of each year and to submit a report to the presiding Judge;
- (5) to issue books from the library in accordance with rule 909 and to see that no books are issued otherwise.

**907.** Books shall be classified in the catalogue and arranged in the library in the manner following:—

- (i) Regulations and Acts.
- (ii) Special Acts (when printed separately).
- (iii) Commentaries on Acts, Text books or General treaties.
- (iv) Law Digests and Index of Cases.
- (v) Departmental Codes, Guides, Manuals and Circulars.
- (vi) Law Reports (all kinds).
- (vii) Periodicals.
- (viii) Administration Reports (India, Bengal, other Provinces, Miscellaneous departments).
- (ix) Dictionaries, Glossaries, Lists, Directories.
- (x) Miscellaneous.

**NOTE.**—Where the library is small, classification should be according to subject and the books arranged in the shelves accordingly.

**908.** (1) Correct catalogues of stout paper must be kept of the books in the library in the following form in manuscript. The binding of a catalogue should be limp, unless its size is such as requires stronger



**912.** Every ministerial officer upon receiving charge of an office to which a library is attached, is to satisfy himself that the books are complete and in good condition, and that the catalogue and lists are duly kept up-to-date. Unless he then reports deficiencies, it will be assumed that he received the library in good order, and he will be thenceforward personally responsible for defects.

**913.** The officer in charge of the library should occasionally inspect the almirahs to see that the books are not destroyed by white ants or lost.

**914.** The Judge in charge of the library shall personally make, at least once a year, a physical verification of the stock of books in the library. If he needs a ministerial officer to help him in this verification, one such officer, other than the librarian, should be deputed by the District Judge or the presiding officer, as the case may be. After each annual inspection, which must include an annual verification of the stock, the Judge in charge should enter in the stock book or catalogue a certificate that he has verified the stock and found it to agree with the catalogue or if there be shortage, the details should also be entered and reported to the High Court.

**915.** Presiding Judges should from time to time inspect the books and weed out duplicate copies of superseded editions and books which are of no further use. They may be sold to the best advantage.

**916.** In outlying stations, the copy of the "Calcutta Gazette" received by the senior judicial officer should be circulated by his Sheristadar to the other judicial officers with a slip attached.

**917.** Reports, gazettes, and other books supplied to judicial or other officers are not to be taken away by the incumbents on their promotion or transfer, but are to be transferred to their successor in office.

## CHAPTER 46

### FORMS, STATIONERY, FURNITURE AND STORES.

918. At every station, the Judge in charge of forms will place a clerk in charge of the stock of forms required for all the Courts at that station.

919. The forms shall be arranged on the racks by groups in accordance with the classification given in Volume II and the name of each form with schedule and serial number shall be shown against it on the rack. A board indicating the name of each form shall be placed against the rack.

Page 303, Rule 920—

Cancel the rule and substitute therefor the following:—

"920. (1) When taking delivery of consignments of forms the weight of the packages shall be carefully checked with that shown on the railway receipt or bill of lading and any discrepancy in the weight should be noted. The packages should then be opened and the contents checked with the packing account enclosed in each consignment. Special care should be taken in the receipt of saleable forms. The packages containing them should invariably be opened immediately on their arrival, and the forms counted, in the presence of the Judge-in-charge of forms. Any discrepancies in receipts, either of saleable or non-saleable forms, should be reported within seven days to the Press and Forms Manager, West Bengal.

(2) A stock book of forms shall be correctly maintained by the Forms Clerk in the prescribed register in Form No. (R) 39(i) in which the entire stock of forms, so received by him, shall be entered. A separate page or a sufficient number of pages should be given to each form, so that under each item the transactions of several years may be recorded continuously.

(3) Duplicate carbon receipt books in Form No. (A)31, and all saleable forms, shall be made over, in their entirety, the former to the Accountant, and the latter to the Nazir, after obtaining receipts from them in the stock book in (R)39(i) maintained by the Forms Clerk.

(4) The Accountant shall then enter the stock of receipt books in Form No. (A)31 in a separate register in Form No. (R)39(i) to be maintained by him and keep them under lock and key. Issues of such books to the Nazir must also be entered in this register. The Nazir shall similarly enter the stock of saleable forms in a separate register in Form No. (R)39(i)A, and maintain a proper account of such forms in that register.

921. The Judge in charge shall be responsible for the stock of forms at an hour to be fixed for two years. The requisition slips should be retained

922. Whenever there is a change of the forms clerk, a balance shall be struck by the outgoing officer and the officer receiving charge shall verify the balance by counting the forms on the racks. Unless he then



reports deficiencies, it will be assumed that he received the stock shown and he will be thenceforward personally responsible for shortage or defects.

**926.** The allotment for purchase of stationery should be divided between the Courts in a district according to their respective requirements and stationery articles of the value representing the allotments should be supplied separately to each Court for its consumption.

**927.** An officer nominated by the presiding Judge shall be in charge of the stationery and maintain a stock book in Form No. (R) 39-A, showing accounts of receipts and issues. The recipient and issuer of stationery articles will put their respective initials in the columns provided for the purpose at the time of the receipt and issue of stationery. At the same time the issuer will cancel the blank columns. The opening and closing balances will be struck monthly by the clerk in charge of the stationery articles. The presiding Judge will cause the stock of stationery to be verified half-yearly by an officer who will report the result and make a note of the verification in the stock book. The presiding Judge will initial after satisfying himself about the correctness.

**928.** A stock book shall be maintained by the Nazir in the prescribed form No. (R) 40 of all articles of office furniture and stores. All new purchases, issues and sales, etc., of old stock must be entered in it as they occur. A verification of the stock should be made at least once a year by a responsible officer other than the Nazir under the supervision of a gazetted officer. A note of the verification should be made in the stock book and all discrepancies noticed should be brought to account immediately.

## CHAPTER 47

### OFFICE RULES AND ADMINISTRATIVE WORK.

#### 1. Office and Routine.

**929.** No one not being a member of the office establishment will be permitted to enter any office room without the special permission of the presiding Judge.

**NOTE.**—See rule 408.

**930.** (1)(a) The Sheristadar of every Court will be held responsible for the due and prompt performance of all duties connected with the management and supervision of the office and the departments attached to the Court. He is responsible for the condition of the office, the records kept there and the work done by the staff employed.

(b) It is his duty to insist on the regular and efficient discharge of all kinds of business for which any and every member of the establishment is responsible, to exercise proper personal control and supervision over them, to make himself thoroughly acquainted with each man's work and check it frequently, to give proper instructions regarding the maintenance of registers, etc., and the performance of other duties and to see that the Rules and Orders of the High Court are strictly carried out.

(c) He should inspect from time to time the work of each member of the staff and submit periodical reports to the presiding Judge regarding the condition of the office and the work of the other ministerial officers. At the first sign of arrears in the work of any officer, or of such a pressure of work as is likely to cause arrears the matter must be reported at once to the presiding Judge and all cases of unreasonable delay in the disposal of business, misconduct and neglect or improper discharge of duty should be promptly brought to his notice. Whenever a ministerial officer of the establishment is about to go on leave or transfer, the Sheristadar should report to the presiding Judge arrears in his work, if any.

(2) A pending list should be kept in every judicial office by the Sheristadar in the prescribed form No. (R) 38-A, Vol. II, for inspection by the presiding Judge with a view to check arrears or delay in the disposal of business. In submitting the pending list for the inspection of the presiding Judge, the register of letters received should also be put up for inspection at the same time.

**NOTE 1.**—This register shall be laid before the presiding Judge for his examination at least once a week, and the fact of such examinations having been made together with such instructions or remarks as may appear necessary shall be entered by him.

**NOTE 2.**—All arrears of work in the office at the end of the preceding week regarding entries in the various registers, noting of result of suits and execution cases, writing of table of contents, drawing up of decrees, return of documents, periodical despatch of records, preparation and delivery of payment orders, succession certificates, probates or letters of administration, sale certificates, copies, information, etc., should also be briefly noted in columns 1 and 2 of this register.

**931.** At the entrance of each office room occupied by clerks or copyists a wicket gate shall be placed with a spring which no outsider shall be allowed to pass. Inside each office is to be kept a list showing who are the officers entitled to occupy the room. Outside the entrance to the room should be hung in a conspicuous place a board having printed on it both in English and vernacular "No admittance for the public". The

presiding Judge of the Court should visit at unstated times during office hours the room occupied by its subordinates and call the roll; and in the event of his finding any outsiders within the room, the ministerial head of the department should be punished, since he is to be held responsible that the public do not enter the room.

(2) All transactions between the public including pleaders' clerks and the office shall be over the wicket gate as far as practicable and no one will have access to any member of the establishment except to the Sheristadar and such officers as the presiding Judge may in his discretion direct.

(3) The judicial officers will see that as far as practicable these officers sit near doors or windows to be accessible to the public. Where this is not practicable, persons may be allowed to come up to their tables for the transaction of any business, but no one shall be permitted to handle or touch any papers unless it be for the purpose of obtaining his signature.

932. (1) In order that it may be proved who was directly responsible for the entries in a particular register or record, each clerk shall keep a duty card showing the particulars given in the following form:—

Name of Clerk

Department.

Nature of work.			Remarks.
Authorised registers	Unauthorised registers.	Miscellaneous duties.	
1	2	3	

(2) This card is to be signed by the Sheristadar and the clerk concerned, and a duplicate of the same, similarly signed, is to be kept by the ministerial head of the department to which the clerk belongs. Such ministerial head of the department will be responsible for having all changes in the nature of the work of each officer under him duly entered on the cards affected. The card will show the dates on which each successive clerk assumed and relinquished charge of his office and also the date of the last distribution of work.

933. The employment of outsiders by the ministerial officers for helping them in their work or getting office papers written is strictly forbidden. Judicial officers should keep a strict watch on this objectionable practice and any subordinate officer found violating the rule should be severely punished.

## 2. Correspondence.

**934.** (1) Correspondence between judicial officers of all grades and between these and officers of departments of Government of whatever status shall be by letter or memorandum, but the memorandum or the endorsement form should be used whenever it can conveniently be adopted.

(2) When a letter from either a subordinate to a higher authority, or *vice versa*, contains nothing but a piece of information for the future guidance of such authority, or a piece of information sought for to complete any proceedings, or to rectify any error, or a direct affirmative or direct negative, to any question put, it will be quite sufficient if the letter be endorsed or passed on with the signature of each successive authority. When correspondence relates to the transmission of returns, documents, etc. or other routine matters, memoranda or endorsements should be substituted as much as possible for covering letters. Such memoranda and endorsements should be numbered and dated.

**935.** The use of *facsimile* stamp in official correspondence even in matters of routine may provide ample opportunities for fraud. All correspondence shall be signed by the forwarding officer and should it not be possible for him to sign all letters, they should be signed for him by some responsible and trusted official.

**936.** Judicial officers when signing papers of all sorts are required to take particular care that their official signature is always so distinctly and readily legible that there may never be any room to doubt thereafter that it is genuine and authentic.

**937.** Where a regular postal service exists between one place and another not being in the same station or headquarters, all official letters or postcards passing between those two places should ordinarily be sent by post, whether it be cheaper to send them by hand or not. They may, however, be sent by hand if owing to the nature of their contents or to their urgency, it is necessary in the public interest to send them in that manner. Letters from the District Court to the subordinate Courts should be sent in separate covers addressed to each Court as it is an improper use of postal facilities to post letters for several addressees in one envelope. Articles not being letters or postcards, *e.g.*, newspapers, printed circulars and records may be sent by means other than the post office, *e.g.*, by railway or through messengers.

**938.** (1) When confidential covers are sent out of an office, they should be placed in double covers, the inner cover being sealed, marked "Confidential" and superscribed with the name only of the officer for whom they are intended, the outer cover being addressed by his official designation only and without the addition of his name.

(2) When the official trusted with the opening of letters finds inside the cover another envelope marked "Confidential" and addressed by name to the head of the office, he should be careful not to open it, even if the head of the office is away on tour or for any other purpose. The addressee should invariably open the inner cover himself and allow no subordinate to open it.

**939.** (1) In the Courts of Subordinate Judges and Munsifs it will ordinarily be sufficient to have two correspondence files—one for letters received and another for draft of letters issued during each year. The papers should be arranged in chronological order: the first letter received or issued being at the bottom of the file, and the last letter issued or received being at the top. Each letter issued will have assigned to it a consecutive number called the serial number.

(2) Many letters received in or issuing from Courts are of every transient interest, or are such that correspondence begins and ends with the one letter and its reply. A "Miscellaneous collection" should be opened within which all such letters may be placed chronologically without reference to subjects.

(3) Correspondence should ordinarily be preserved for three years. From correspondence three years old, the more important papers should be sorted out for preservation and the rest destroyed. The Miscellaneous collection should be destroyed after one year. Office copies of monthly and quarterly statements should be destroyed after three years and Annual statements after six years. "Calcutta Gazettes" should be sold after six years.

(4) Local newspapers, pamphlets and publications of other departments of Government, acknowledgments, reminders and other papers for which there is no further use shall be destroyed at such intervals as the presiding Judge may direct.

**940.** There should be separate files for (i) (a) General and Special Letters and (b) Rules and Circular Orders, issued by the High Court, (ii) circulars or Notifications of the Central and the State Governments, and (iii) Circulars of the Accountant-General, West Bengal, arranged chronologically with date stamp of receipt and page mark. To all these files, in the office of the District Judge, and to the files of General and Special Letters of the High Court in the offices of the other Judicial Officers, shall be prefixed an index, in alphabetical order, in which the subject of each letter shall be entered at the time it is filed. When collections of such General and Special Letters of the High Court and the circulars of Government and the Accountant-General, West Bengal, which under rule 481 are to be preserved for ever, run into the thickness of a reasonably sized volume, they should be bound.

**941.** All amendments relating to the Civil Rules and Orders, Volumes I and II, should be promptly noted and all correction slips pasted in their proper places as they are received. The volumes should always be kept up-to-date and the index to addenda and corrigenda slips regularly written up.

### **3. Administrative work, Office management and Supervision.**

**942.** The administrative work connected with the Civil Courts will be carried on in the office which will be divided into departments and each such department will be in charge of a judicial officer who shall be responsible for its efficient working and exercise control over the ministerial officers employed therein.

**943.** (1) The District Judge shall place each of the common departments like accounts, nazarat, copying, etc., in the immediate charge of a separate judicial officer. Such officers need not ordinarily be Subordinate Judges at the district headquarters or the senior Munsifs at outstations. It is desirable that Subordinate Judges who are engaged in more important work should not have their time for judicial work curtailed by such a charge. The selection, whether at the district headquarters or at outlying stations, is to be made by the District Judge from among the younger and more energetic and enterprising Munsifs who take an active interest in administrative work and rules of procedure.

**NOTE.**—The judicial officer in charge of the accounts should also hold charge of the nazarat accounts.

(2) The district record room shall similarly be placed in charge of a judicial officer.

944. The District Judge's English Office, should be also placed in charge of one of the several judicial officers posted at the headquarters. Appointment, promotion, leave and transfer of the establishment, supervision over the establishment—clerical as well menial—disposing of correspondence and necessary business of an ordinary nature, *e.g.*, office routine which can be disposed of according to the traditions and rules of office, countersigning payment orders, etc., and such other functions as the District Judge considers suitable may be entrusted to such officer. All reports, applications and other matters relating to these functions shall be laid before the judicial officer in charge of the English Office for disposal under the direction and guidance of the District Judge.

### No. 72.

Page 309, Rule 945(1)—

Delete "ante" in line 2 of the rule.

[No. 72, dated the 27th November, 1963. File No. 4R—25 of 1962.]  
 ices shall be recorded in a note-book kept for the purpose.

946. The Judge in charge of the copying department should as often as time permits inspect the register kept by the head comparing clerk with reference to some of the application forms recorded therein with a view to ascertain whether the rules in Part IV are being strictly observed.

NOTE.—The following are some of the items which should be looked into:—That entries in the register of application for copies are made contemporaneously with the several stages through which an application for copy passes, that copies are made within the prescribed time, that undue preference is not given to applicants of later dates, that proper endorsements are made by the clerks through whose hands the application passes, that originals are sent to the copying department without undue delay and are returned soon after copies are made, that folios are estimated as nearly as possible to actual requirement, that unused folios and stamps are actually returned, that no folio contains more or less than the required number of words, that folio heads are not torn off and billed for until copies are ready for delivery, that proper ink or ribbon is used, that copies are free from error, that surreptitious copies are not being issued, etc.

947. The Judge in charge should pay occasional visits to the District Record Room and personally satisfy himself that the rules laid down for the working of it are being strictly followed. Any case of serious omission or irregularity should be promptly brought to the notice of the District Judge.

NOTE.—The following are some of the things which should be watched periodically:—That records are being sent by Courts within the time prescribed, that records are carefully examined and defects and deficiencies are reported as soon as possible after examination, that they are arranged neatly in their proper places in the racks with an index sheet for each rack duly written, that a progress report is submitted every fortnight, that the index to the index register is properly maintained, that requisitions for records are promptly attended to and not returned on frivolous grounds, that removal slips are attached in every case of removal, that reminders are regularly sent for records not returned within a reasonable time, that exhibited documents not taken back are destroyed on the expiry of the prescribed period after service of the required notice, that records due for destruction are sorted out and destroyed every quarter and entries to that effect are made in the bound lists and index boards, that no papers are allowed to be piled or scattered on the floor, that inspection of records is allowed under proper safeguards, that outsiders are not allowed in the record room, that fire extinguishers are in working order, that the plan and index of the record room is up-to-date, that the racks are dusted and sprayed with disinfectants from time to time, etc.

## CHAPTER 48

### MISCELLANEOUS INSTRUCTIONS.

#### 1. General.

**948.** (1) All communications intended for the High Court in its Original Jurisdiction should be addressed to the Registrar, High Court, Original Side, Calcutta-1. Similarly all communications intended for the High Court in its Appellate Jurisdiction should be addressed to the Registrar, High Court, Appellate Side, Calcutta-1., unless they deal with judicial matters in which case—

(i) Communications relating to criminal matters and First and Second Appeals should be addressed to the Second Assistant Registrar, High Court, Appellate Side, Calcutta-1.

(ii) Communications relating to Misc. Appeals, Civil Rules and Civil Revision should be addressed to the Third Assistant Registrar, High Court, Appellate Side, Calcutta-1.

(2) On covers enclosing communications relating to judicial matters (Civil and Criminal), the number and year of appeal to which a particular communication relates should, wherever possible, be noted.

(3) The despatch number of a communication should be noted in the space provided for it on the cover and if it is accompanied by enclosures, the number of such enclosures should be added after the despatch number, on the cover.

(4) For telegrams intended for the High Court, the address "High Court" with the addition of the words, "Original" or "Appellate", as the case may be, and "Calcutta" will be sufficient.

**949.** The pages and paragraphs of annual, administration and other reports and similar lengthy communications submitted to the High Court should invariably be numbered.

**950.** A District Judge is not entitled to issue general directions in the form of rules or circular orders to the judicial officers subordinate to him. If there be any matter connected with the judicial administration or procedure, which in his opinion requires the issue of a general rule or order for the information and guidance of the Courts over which he exercises control, he should always submit a memorandum on the subject, together with a draft rule or order for the confirmation and approval of the High Court, without which it should in no case be issued.

**NOTE.**—This rule is not to be evaded or defeated by the issue of such orders under the guise of "Standing Orders."

**951.** Whenever there is any doubt or difficulty in interpreting a rule or circular order or any instruction of the High Court, or when any matter of importance not provided for in the rules has to be determined, a reference should be made to the High Court with a memorandum on the subject and a statement of the points which require elucidation. Such reference when made by subordinate judicial officers should ordinarily be sent through the District Judge who shall forward the same to the High Court with his remarks thereon. The High Court in its

administrative capacity however has always declined to express its opinion on matters fit for judicial determination. Order 46, rule 1, Civil Procedure Code, is the proper medium for the latter type of case when the subject is suitable.

**952.** When there are more than one Court of the same class, the Judicial Officers presiding over them should not be designated according to their seniority but as follows, viz., Subordinate Judges or Munsifs, 1st Court, 2nd Court, 3rd Court, etc., or where there are additional courts, as "Subordinate Judge or Munsif, 1st Additional Court, 2nd Additional Court etc."

**953.** Circular Orders issued by the High Court are intended to apply to the Court of Small Causes at Sealdah, all communications from which to the High Court should be submitted through the District Judge, 24-Parganas, to whom the said Court of Small Causes at Sealdah is subordinate (vide Sec. 3, C.P. Code). In dealing with budget estimates or contingent bills of the Court, the District Judge will be guided by the general rules applicable in the case of the other subordinate Civil Courts.

**954.** (1) Whenever there is assumption or relinquishment of charge by any Subordinate Judge or Munsif in any judgeship for any reason, this fact as well as the date and hour should be promptly reported by the District Judge to the High Court.

(2) When a District Judge or an Additional District Judge assumes or relinquishes charge of an office, he should promptly report the fact together with the date and hour of the event, to the Accountant-General, the High Court and the Chief Secretary to the State Government.

(3) When a District Judge or an Additional District Judge proceeds on circuit duty the fact should be reported to the High Court in Form No. (M)13, Volume II.

**955.** (1) All applications for the grant of vacation leave to officers of the West Bengal Civil Service (Judicial) should be submitted to and sanctioned by the District Judge, provided that the orders of the High Court are obtained in respect of officiating Subordinate Judges and in respect of other officers whom the District Judge may wish to detain during the vacation in the interests of the public service.

(2) Before granting an application for vacation leave, the District Judge should satisfy himself that it can be granted without injury to the public service or additional expense to the State; and where an officer has failed to rejoin his appointment in time to sit on the day the Courts re-open after the vacation, he should be reported to the Accountant-General, as absent without leave, and his absence brought to the notice of the High Court.

(3) The District Judge is also authorised to grant leave to judicial officers to remain away from their station during authorised holidays other than the Civil Court vacation unless their absence is likely to endanger the public service. Judicial officers should invariably ask for the necessary permission and wait for the reply and should not except for very emergent reasons leave their stations without the previously obtained permission of the District Judge.

**956.** Subordinate Judges and Munsifs shall not apply for transfer before it is due except in special circumstances. Any such application rendered necessary by special circumstances, should be forwarded officially through the District Judge, who should, in forwarding it, state his own opinion on the grounds on which the request for transfer is based.



**NOTE.**—Transfers of officers at their own request are not treated as transfers for the public convenience and therefore no travelling allowance is ordinarily admissible in such cases (Rule 99 of the West Bengal Service Rules, Part II).

**957.** No gazetted officer of the judicial service shall be permitted to reside elsewhere than at the headquarters of the station to which he is for the time being posted, except with special sanction. In forwarding an application to the High Court, the District Judge should state whether in his opinion the grounds on which exemption from the rule is based are well founded.

**NOTE.**—Presiding Judges may in special circumstances grant permission to a ministerial officer to reside elsewhere than at the headquarters of the station, provided that the work which he has to do, does not in any way suffer. In granting permission regard should be had to the nature of his duties and the department in which the ministerial officer is serving.

**958.** Judges of all grades should avoid, as far as possible, becoming the guests of or entertaining those private individuals or Government servants who are or may be interested in civil or criminal cases or in matters, which may eventually come before them for decision.

**959.** Judicial officers shall not attend public cinema shows and other places of amusement without payment, except when invited by a personal friend or a relation who pays or invited to officiate on ceremonial occasions.

**960.** No judicial officer shall be allowed to practise as a pleader or advocate during the term of any leave that he may obtain from the High Court.

**961.** Judicial officers should not mix themselves up in local affairs politically or otherwise.

**962.** A police officer in uniform on entering a Court shall salute the presiding officer with his head dress on, in the approved manner. He will remove his head dress (provided it is a head dress other than a *pagri*) while giving evidence and replace it before saluting the Court on retiring [Rule framed by the Inspector-General of Police under section 12 of the Police Act, 1881 and on approval by the High Court inserted in the Police Regulations, Bengal, Volume I, as rule 728 (XXI)].

**963.** Military officers and soldiers while appearing before Civil Courts (other than Courts established under the military law) shall wear the following dress:—

(1) An officer or soldier required to attend a Court in his official capacity should appear in uniform, with sword or side-arms. Attendance in an official capacity includes attendance—

(a) as a witness when evidence has to be given of matters which came under the cognizance of the officer or soldier in his military capacity;

(b) by an officer for the purpose of watching a case on behalf of a soldier or soldiers under his command.

(2) An officer or soldier required to attend a Court otherwise than in his official capacity may appear either in plain clothes or uniform.

(3) An officer or soldier shall not wear his sword or side-arms if he appears in the character of an accused person or under military arrest, or if the presiding Judge of the Court thinks it necessary to require the surrender of his arms in which case a statement of the reasons for making the order shall be recorded by the presiding Judge, and, if the military authorities so request, forwarded for the information of His Excellency the Commander-in-Chief.

(4) Fire-arms shall under no circumstances be taken into Court.

(Rules framed by the Government of India).

## 2. Construction and repair of buildings for judicial officers.

964. (1) District Judges in West Bengal are empowered to give administrative sanction to projects for the repair and construction of Court or office buildings under their control, the cost of which does not exceed Rs. 2,500. Projects estimated to cost more than this sum must be submitted, with plans and estimates, for sanction to the State Government through the High Court.

(2) All projects affecting the repair or construction of residential buildings require the sanction of the State Government, and, if their cost exceeds Rs. 1,000 they must be submitted for such sanction through the High Court. Projects estimated to cost less than Rs. 1,000 should be submitted to the State Government direct.

(3) Every proposal for building project, whether submitted to Government direct or through the High Court or sanctioned by the District Judges under the authority vested in them, shall conform to the instructions issued by the State Government from time to time in this regard. Such proposals, as are required to be submitted to Government direct or through the High Court, shall, besides satisfying the requirements of the aforesaid instructions, explain clearly the degree of urgency which attaches to each proposal in relation to any pending building project concerning the judgeship of the District Judge making the proposal.

## 3. Dress of judicial officers.

965. When presiding on the Bench all judicial officers (including Barristers-at-Law) whatever their rank shall wear the following dress:—

- (i) a King's Counsel's gown of any black material other than silk;
- (ii) stand up, winged white collar and bands;
- (iii) a black coat of any pattern or black *chapkan* or *achkan*; and
- (iv) if the coat is left unbuttoned, a black waist-coat.

NOTE 1.—Sessions (including Assistant Sessions) Judges and Judges of the Calcutta Small Cause Court (including the Registrar), shall also wear the above dress.

NOTE 2.—The wearing of the full robes is compulsory for all judicial officers and no deviation of the rule will be allowed, except in special circumstances to be submitted to the High Court for its orders.

NOTE 3.—The District Judge should at the time of inspection or on other occasions ascertain whether judicial officers sit daily correctly robed.

NOTE 4.—The rule does not apply to executive officers invested with the powers of a civil judge.

## 4. Temporary additions to the judicial staff and transfer of cases.

966. (1) Applications for temporary additions to the staff of judicial officers of a district should be made to the High Court and accompanied by statements in the prescribed form No. (M)34, Volume II. Both the application and the statements accompanying it should be submitted in duplicate. Such applications should state the causes which have brought about the necessity for assistance, whether such causes were beyond the control of the officers concerned, whether the existing officers are in the opinion of the District Judge working to their full capacity and the period for which such assistance is necessary.

(2) Applications for the retention of temporary posts beyond the sanctioned term should be made to the High Court not less than six weeks before the expiry of the term of the post, accompanied by the statements in the prescribed form No. (M)34. Such applications should conform as far as possible, to the requirements of clause (1). A copy of the application together with a copy of the statements should be simultaneously sent to Government direct and the fact that this has been done should invariably be mentioned in the said application to the High Court.

(3) The statements accompanying an application for assistance should show the work done by each officer individually, of the superior staff at headquarters or of the Munsifi, as the case may be, during the two years preceding the year in which the application is made, and for each completed quarter of the latter year. Details of files pending at the time of making the application should also be furnished.

**NOTE.**—Instructions for preparation of the statements are contained in G. L. No. 24 of 1932 as modified by G. L. No. 5 of 1933.

**967.** (1) In order to equalise, as far as possible, the work of permanent and temporary additional Courts, selection of cases for transfer to the files of temporary additional Courts should be made on the following principles:—

(a) When additional officers appointed temporarily are comparatively junior and inexperienced, the simpler suits only should be transferred to them for trial.

(b) Pending cases (including appeals) in a Court or Courts which receive relief should be classified as (i) cases over one year old, (ii) cases between six months and one year, and (iii) cases under six months, and be listed separately in the order of their institution; of the total number selected for transfer an equal proportion of each class of case should be transferred to the temporary Courts. Pending suits should be transferred in groups of which the serial numbers are consecutive.

(c) Preference for transfer should be given in each class to suits in which evidence has not been recorded over those in which any witnesses have been examined; and care should be taken that connected or analogous suits are not tried by different Courts. Cases in which commissions have been issued for local investigation, accounts, etc., and in which reports are not likely to be submitted in the near future, and cases which have been stayed or which cannot be taken up for trial for any reason should be excluded when making the list referred to in clause (b) above.

(2) The above principal should also be applied when suits have to be transferred from one permanent Court to another.

(3) District Judges should personally see that these instructions are carried out.

(4) This rule does not apply when additional help is specially given for the trial of some particular cases or appeals.

### 5. Casual leave.

**968.** (1) Casual leave is not provided for in the West Bengal Service Rules, Part I and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the West Bengal Service Rules, Part I.

(2) The period of casual leave admissible to an officer shall ordinarily be ten days in a year.

Special Casual leave up to a period of four days in a year may, however, be granted in addition to ten days for religious purposes only and this may be joined either to Sundays or declared holidays;

(3) If in granting ordinary Casual leave the sanctioning authority allows, in any special circumstances and for urgent special reasons, a few days more than ten days, the grant with the reasons must be reported at once to the High Court for the information of Government;

(4) Applications by District Judges and Additional District Judges for casual leave, and for leave of absence during gasetted holidays, under the conditions laid down in the rules issued with the circular No. 771-A, dated the 26th January, 1914, of the Government of Bengal, as amended by the Government of West Bengal, Finance Department Memorandums No. 2355-F., dated the 17th December, 1948, and No. 584-F/F/31/2(27)/49, dated the 21st March, 1949, read with that department Memorandum No. 694/1(125)-F/F/1H-11/49, dated the 1st April, 1949, should be made to the High Court.

(5) Applications by officers of the West Bengal Civil Service (Judicial) for casual leave should be made to District Judges who should dispose of them in accordance with the rules referred to in clause (4) above and maintain a register of such leave in the prescribed form [No. (R)41]. Such applications for casual leave by the Judges, the Registrar and the Deputy Registrar, Court of Small Causes, Calcutta, should be made to the Chief Judge and disposed of by him.

(6) The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.

(7) Casual leave must not be combined with vacation.

(8) If any reply regarding an application for casual leave is required to be sent by telegram it must be at the expense of the officer concerned. Messages in such cases should always be prepaid for reply.

**969.** (1) Absence of a District Judge or an Additional District Judge or a Subordinate Judge or a Munsif from Court for a short period on account of temporary indisposition during which he carries on his current and routine duties as far as possible from his sick room, will not be treated as any kind of leave, but the fact with the period of absence should be promptly reported by District and Additional Judges to the High Court and by Subordinate Judges and Munsifs to the District Judge.

(2) If however, the period of absence is prolonged, the High Court, in the cases of District and Additional District Judges, and the District Judge in the cases of Munsifs and Subordinate Judges, will use its or, as the case may be, his, discretion as to whether it should be treated as any kind of leave regard being had to its length and consequent effect on the working of the Court.

(3) The number of days on which each such officer was absent owing to temporary indisposition or other cause should be noted separately in the quarterly statement in form No. (S)7, Volume II.

**6. Leave under the West Bengal Service Rules, Part I.**

**970.** District Judges and Additional District Judges applying to Government for regular leave on medical grounds or otherwise should invariably forward a copy of their application for the information of the High Court.

**971.** Applications for leave from Subordinate Judges and Munsifs should be submitted, in duplicate, one copy being invariably forwarded by District Judges to the High Court direct with their recommendation and the other through the Accountant-General, West Bengal.

**972.** Applications for leave or for extension of leave should be accompanied by full details explaining the necessity for the leave, in order to enable the High Court to judge if leave in any case is justified, and in cases of leave, other than casual leave or leave on medical certificate, due notice which in ordinary cases should not be less than one month before the date from which the leave is required should always be given.

**973.** An application for leave from a Subordinate Judge or a Munsif, be it leave on or without medical certificate, requiring the appointment of a substitute in his place, must invariably be accompanied by a statement showing the state of the files of the superior Courts or of the munsifi, as the case may be, on the date of the application, the state of the file of the applicant for leave being shown separately in the statement.

The statement should be submitted in the forms shown in the Appendix to this chapter, the one marked A being used in the case of Munsifs and the other marked B in that of Subordinate Judges.

**974.** When leave is required by a Munsif or a Subordinate Judge in a case of emergency, he should, in the first instance, move his District Judge, if necessary by telegram. The latter should in turn make his recommendations to the High Court by telegram stating specifically if a substitute is necessary or not.

**975.** A District Judge should not except in emergencies permit a Munsif or a Subordinate Judge to leave his station or avail himself of leave in anticipation of the leave being granted, without the previous consent of the High Court.

**976.** (1) When an officer, who has been allowed leave for a period however short, desires to cancel the whole or any portion of it and resume his duties, he shall give notice of his intention to the High Court in proper time and await its orders before rejoining.

(2) Permission to return to duty before the expiration of leave should not be given by District Judges to any judicial officer without the orders of the High Court, previously obtained.

**977.** (1) In every application for leave or extension of leave on medical grounds, it must be clearly and invariably stated whether or not the leave applied for is on medical certificate under the West Bengal Service Rules, Part I. If it is an application on medical certificate, it must be accompanied by a certificate and statement of the applicant's case in the form prescribed by rule (9) in Appendix 8 to the aforesaid Rules. District Judges should, before forwarding applications for leave on medical certificate, to the High Court, see that these requirements have been fulfilled.



## CHAPTER 49

### Inspection of courts and offices.

979. District Judges are required to inspect personally the Courts and District headquarters one every year and

Page 312, Rule 979—

No. 73.

h ins-  
er the  
ecutive  
rtaken  
ed. A

Substitute "once" for "one" in line 2 of the rule.

[No. 73, dated the 27th November. 1963. File No. 4R—25 of 1962.]

NOTE.—The District Judge cannot delegate his power to subordinate Courts to the Additional Judge or any other judicial officer. If he is unable to inspect personally at the proper time on account of his being occupied with the hearing of any case of unusual length or for any other good reason he should explain the circumstances and take orders of the High Court on the subject.

980. If extraneous help in connection with the inspection be indispensable on any occasion which should be rare, the District Judge may take the assistance of a ministerial officer, preferably not his Sheristadar or Nazir, from any office at district headquarters or from the office under inspection, for the purpose of collecting materials from registers, account books, etc., checking totals and stocks. The ministerial officer whose assistance is taken by the District Judge must not be required to look into the diary, order-sheet, records of cases etc., nor shall he offer any remark connected with the judicial work, judicial procedure or judicial administration. The name and office of the ministerial officer whose assistance is taken should always be stated in the letter forwarding the inspection report.

981. The district Second Room should be thoroughly inspected at least once in each year by the District Judge himself, or should he be unable to do so for any reason which should be explained, by such gazetted officer, preferably other than the Judge in charge of the record room, as he may depute for the purpose. An inspection by the District Judge personally must however be made at least once in two years and notes of such inspection shall be submitted to the High Court in form No. (M)7A as soon as possible after the inspection.

982. If any seeming defects or irregularities are noticed in the course of the inspection, the officer concerned should be given an opportunity to explain them on the spot.

A copy of the notes on inspection should, as soon as possible after the inspection, be sent to the presiding Judge of the Court concerned or the Judge in charge of the District Record Room, as the case may be, for his information and guidance with such instructions within the scope of his authority as the District Judge may think fit to give.

NOTE.—When an officer has left the station before or after the inspection and defects and irregularities are found in his work, a copy or extracts from so much of the inspection report as concern him should be forwarded to him wherever he may be.

984. If there is in the notes of inspection any comment on some irregularities or defects on which the officer concerned desires to offer any explanation, he should send it to the District Judge who shall forward it to the High Court with his remarks thereon.

(1) It is not necessary to enter in the inspection report every mistake that may be found though all such mistakes should be intimated to the presiding Judge of the Court inspected or the Judge in charge of the District Record Room as the case may be.

(2) The list of questions as given in the form of inspection report [forms No. (M)7 & No. (M)7A] is not intended to be exhaustive nor is it intended that inspection should be restricted to those questions only. It is open to the District Judge to append a separate report giving the result of the examination of any branch of work which, in his opinion, demands detailed examination.

(3) Collateral questions or matters of importance (e.g. the need for modification or introduction of a rule) or questions of doubts or difficulties relating to rules and orders of the High Court, should not be discussed in the inspection reports. Such matters should form the subject of separate communications to the High Court.

**986.** (1) Along with the inspection report in form No. (M)7 or (M)7A, as the case may be, the District Judge shall submit to the High Court an extract from the report indicating the defects found, in form No. (M)7B, with the heading and the columns 1, 2 and 3 thereof duly filled in.

(2) On receipt of the defect extract in form No. (M)7B from the High Court with the Court's comments, suggestions or orders, the District Judge will cause column 5 of it to be filled in and then send it to the presiding officer of the Court concerned or the Judge in charge of the District Record Room, as the case may be. The District Judge will in due course report to the High Court, in brief, the action taken on orders etc., recorded in column 4, after obtaining a report from the officer concerned.

**987.** Every subordinate Court and the District Record Room shall maintain a guard file which shall contain the defect extracts referred to in clause (4) of the last preceding rule and all inspection and audit reports if any, together with connected correspondence and shall show the action taken to remedy the defects and irregularities that have been noticed in such reports. Every guard file shall have an index in form No. (M)46. An inspecting Judge should call for the file and see what action has been or is being taken in regard to these defects and irregularities and note any undue delay or omission in this respect.

**NOTE.**—Defect extracts should be taken off the guard file for destruction after 3 years from the date of the last order therein and a corresponding note made in the index. Similar notes should also be made in the index when inspection and audit reports are removed for destruction (*vide* Rule 481, *ante*). Should one guard file be found inconvenient for reasons of bulkiness, additional files may be opened and maintained in the prescribed manner.

**988.** (1) Every Subordinate Judge and Munsif must inspect once a year the office attached to his Court and any other office of which he is in charge. A report on such inspection should be submitted to the District Judge, who should deal finally with any points that arise, unless their nature and importance is such that in his opinion, they should be referred to the High Court. An intimation shall, however, be sent to the High Court by the District Judge to the effect that the report of inspection of a presiding officer has been received by him, and that proper instructions have been given by him on any defects, etc., noticed.

(2) Every Subordinate Judge and Munsif shall inspect his office immediately after taking over charge in order that he may be in a position to discover any defects which may exist and take immediate steps for their removal.



Every District Judge and Additional District Judge, should inspect the offices of his own Court once a year, or, if this be not possible an inspection should be made by some gazetted officer deputed by the District Judge. An inspection by the District Judge or Additional District Judge must, however, be made at least once in every two years. The District Judge or Additional District Judge should deal finally with any points that arise, unless their nature and importance is such that in his opinion they should be referred to the High Court and in any case a copy of the report of inspection should be sent to the High Court.

990. In course of his inspection, the District Judge will take at random a few days from the presiding Judge's diary, go through in detail with reference to the records of every case or proceeding entered for those days, all the work that was done, and note in the inspection report against the relevant question how the presiding officer spent his time and in what manner business was conducted.

**Treasury Advice List.**

**804.** At the close of business each day, the treasury officer, whether sadar or subdivisional, shall prepare Advice Lists, in Form No. (A) 9, of all such chalans and payment orders of each Judge in charge as have been brought upon the treasury accounts in the course of the day, and shall forward them to such Judges in charge respectively together with the chalans referred to in clause (2) of rule 769. In these lists shall be entered in detail such chalans and payment orders as have been received or paid at the treasury or sub-treasury in cash while those brought into the treasury account from the pass book (rule 797) shall be included in a single total on each side, with the description "as per your pass book dated—."

**Note 1.**—The despatch of daily Advice List from the treasury should be insisted upon by the Judge in charge and any delay in the matter or non-observance of this rule should be promptly brought to the notice of the authorities.

**Note 2.**—If the court is close to the treasury, so that the Judge's registers referred to in rule 806 can be sent daily to be compared and initialled by the treasury officer, this procedure may be adopted in lieu of the daily Advice List, if found more convenient.

**805.** The list prepared at the sadar treasury for the District Judge shall include, besides the moneys received and paid on account of the Judge's own court, those transactions also which belong to his subordinate courts. These amounts, however, need not be entered in detail but may be included in a single total of receipts and of payments for each court, including pass book transactions brought into account.

**Comparison by Judge.**

**806.** On receipt of this Advice List, the Judge in charge shall cause the particulars of the chalans and payment orders shown in it to be compared with the details recorded in his Registers of Chalans and Payment Orders [Form No. (A) 14 and No. (A) 16], and shall further cause the date of actual credit and payment, as certified by the treasury officer, to be entered in the column prescribed for that purpose.

**807.** These entries must be initialled by the Judge in charge when he checks the posting in the Deposit Registers, as prescribed in rule 809.

**3. Deposit Registers.****Separation of Petty Deposits.**

**808.** Two Registers of Deposit Receipts shall be kept in Forms No. (A) 18 (i), (A) 18 (ii), and two of deposit repayments in Forms No. (A) 19 (i), (A) 19 (ii). One of these shall be termed the Register of A deposits, and there shall be entered therein all deposits originally exceeding Rs. 5. The other shall be termed the Register of B Deposits, and there shall be entered therein all deposits not originally exceeding Rs. 5. Both registers shall be kept in the same form and shall be posted in the same manner, but with separate series of numbers (see next rule), distinguished by the initial letters A and B, respectively.

### Posting.

**809.** As soon as the treasury Advice List is received (rule 804), the Deposit Register will be posted for the date to which it refers. Below the entries made under rule 760, the transactions at the treasury shall be written up from the Advice List, the entries in this list being compared with those in Registers No. (A) 14 and (A) 16.

**Note.**—The date of granting the payment order should be entered on the repayment columns in the Register of Deposit Receipts, and the date of actual payment in column 4 of the Registers of Deposits Repaid.

### Registers of Receipts.

**810.** All items of deposit in these registers must, as directed above, be numbered in an annual consecutive series of numbers commencing on 1st April, and ending with the last day of March in each official year. Only the first eight columns shall be filled in at first, the other columns being intended for the record of subsequent repayments.

### Notes of Claims, etc.

**811.** As it is important that the Deposit Registers in the accountant's department should set forth in respect of each item all information necessary in order to deal at once with applications to draw money, all attachment, processes, and transfer orders relating to decrees, and all orders as to the substitution of parties which affect decretal and other moneys in deposit shall be noted at the time in the Deposit Register. The sheristadar, or some other specified subordinate under his supervision, shall be made responsible for this duty.

**Note 1.**—It will be the duty of the clerk in charge of the record containing the order regarding attachment, transfer, substitution, etc., to send it to the accountant as soon as possible after he receives it, for being noted in the Deposit Registers. But this does not relieve the sheristadar of the responsibility for seeing that the duty has been performed.

**Note 2.**—Whether the sheristadar's responsibility is or is not to end with the communication to the accountant or accountant's muharrir is a matter left to the discretion of each court, but some specific order should be recorded.

### Registers of Repayments.

**812.** The Registers of deposit repayments [Forms No. (A) 19 (i) and (A) 19 (ii)] shall be posted from the Treasury Advice List and the Payment Order Registers, as directed above.

### Closing for the Month.

**813.** (1) The Registers of deposit receipts and deposit repayments in Courts at a sadar station shall be totalled and closed on the last day of each month upon which the sadar treasury remains open, and in subdivisional stations on the day on which the accounts of the subdivisional treasury are finally closed for the month, in such a way that the period and the transactions included in the court's books and returns may correspond exactly with those included in the treasury books and returns. At outlying stations at which there is no sub-treasury, the Register of Deposit Receipts shall be closed on such date as may be fixed by the District Judge so that the monthly statements may reach his office before his accounts are closed for the month.

(2) Care must be taken to make the final remittance to the treasury in such time that it may be entered in the accounts of the treasury for the month to which it belongs.

(3) In each of the Registers of Deposit receipts prescribed by rule 808, a *plus* and *minus* memorandum must be drawn up at the end of the month's entries in the following form:—

Balance of deposits from last month	..	..	..	
Received during the month, as per register	..	..	..	
				_____
		Total	..	
Repayment, as per register	..	..	..	
				_____
Balance of Deposits at end of month	..	..	..	



## CHAPTER 32.

### CONTROL OVER COURTS, RETURNS AND LAPSED DEPOSITS.

#### 1. Control over Subordinate Courts.

##### Responsibility.

**814.** Every Judge is responsible for all payments of deposits made on his certificate or under his orders. In the case of receipts and payments of petty or B deposits no detailed check is exercised over his proceedings, the accounts which he is required to render of these showing totals only. In the case of A deposits, however, all sums received, and not paid out during the month in which they have been received, and the balance of such of these deposits as have been partly paid out, must be reported to the District Judge, and must be included in that officer's accounts, and in his return to the Accountant-General.

**Note.**—If the District Judge thinks it absolutely necessary, he may delegate the duty of passing chalans to the chief ministerial officer of his court, and place any of the officers subordinate to him in charge of accounts, in the same way as a Deputy Collector is placed in charge of a treasury, but on the distinct understanding that the District Judge will not be relieved of the responsibility for the due accounting of all money received and paid. All returns will be signed by the District Judge. (Accountant-General's No. 141-A., dated 26th April, 1881.)

##### Daily Return of Subordinate Court.

**815.** Every day, after the Treasury Advice has been received, and the Deposit and other registers have been written up and checked with it, two statements showing the transactions of the date to which it refers shall be prepared by the Judge in charge and forwarded to the District Judge. The first of these statements [Form No. (A) 10] shall show the total amount of the entries in the Deposit Registers and the totals of all other transactions brought on the registers (see rule 851). The second shall be an extract from Part I of the Register of Deposits Repaid [Form No. (A) 19], giving the particulars of repayments on account of deposits received during previous months. At the foot of the first statement the Judge in charge shall certify "that he has examined the Registers of B Deposits and found them to be written up to date and to be in order."

**Note 1.**—It will be observed that these returns are intended to exhibit actual receipts and payments, and that they are therefore to be compiled from the Deposit Register, and not from registers of chalans and Payment Orders.

**Note 2.**—The subordinate courts referred to in rules 814 and 815 are those which keep their own accounts and the accounts of other courts as well, *vide* rule 786 (Accountant-General's No. 141-A., dated 26th April, 1881.)

**Note 3.**—The advices of the payments of deposits appertaining to the subordinate courts at the sadar station should be issued from the District Judge's court. (Accountant-General's No. 141-A., dated 26th April, 1881.)

**Note 4.**—The certificate referred to in this Rule is not required from Small Cause Court Judges, as they are not subordinate to District Judges in the matter of accounts. (Accountant-General's No. 279, dated 4th June, 1881.)

**816.** At out-stations some delay in submitting the daily returns is unavoidable, but this delay should not exceed the time necessary for the Treasury Advice List to reach the court. The date on which the returns are actually signed should be noted on them by the Judge in charge.

**Verification by Judge in charge.**

**817.** At the time of signing the returns, the Judge in charge should have before him the Registers of Chalang and Payments Orders, the Registers of Receipts and Payments of Deposits, and the Treasury Advice List; and, after comparison, he should attest the entries in column 8 of Registers No. (A) 14 and No. (A) 16 by placing his initials in column 9, and the entries in the Registers of Deposit Receipts and Payments by placing his initials in columns 7 and 14, respectively.

**Examination by District Judge.**

**818.** The statements furnished by the subordinate court shall, when received in the District Judge's office, be compared with the corresponding Advice List supplied to him by the treasury officers, under rule 805. In the case of out-stations, the totals for the whole month supplied by the Judge in charge must agree with the totals for the whole month supplied by the treasury officer, if the rules regarding periodical remittances have been correctly followed. In the course of the month the former totals will ordinarily exceed the latter, and the difference must be taken to represent cash transactions advised by the court, but not yet brought on the treasury books. In the case of courts near treasuries no such discrepancies should occur if the rules are properly observed. When any such are noticed, immediate steps must be taken, under the District Judge's orders, to reconcile them.

**Judge's Register of Totals.**

**819.** After examination, the totals of deposits received and paid shall be posted into a register to be kept by the District Judge in Form No. (A) 21. This register contains two sets of columns, one set relating to A deposits and the other to B deposits. Separate portions of the register for the month must be allotted to each subordinate court, that is, for each subordinate court a number of pages, according to the probable work, must be assigned in the leaves devoted to that particular month. The entries in respect of each subordinate court will thus come continuously and in order of date and they must be totalled at the end of the month.

**820.** In the portion of the register which relates to B deposits, a column has been provided for a daily balance which must be struck by adding together the preceding day's balance and receipts, and deducting the payments. The object of the daily balance is to afford the District Judge a ready means of controlling subordinate courts in the receipt and payment of small deposits, as any excess of payments over receipts will be at once detected.

**Posting Repayments of A Deposits.**

**821.** (1) Taking up next the detailed Daily Register of Deposits Repaid [Form No. (A) 19], the repayments must be posted against the corresponding entries in the Judge's Daily Register of Deposits received [Form No. (A) 18], and must be initialled by the District Judge, or, under his orders, by the chief ministerial officer of his court in the same manner as repayments authorised by himself. They must also, at the same time, be copied into his Register of Deposit Repayments [Form No. (A) 19].

(2) As each payment is noted in the Judge's register, the district number (rule 825) against which the payment is charged must be noted in the subordinate court's return.

**Note.**—In noting the repayments, care should be taken to see that the amounts thus reported as repaid are actually repayable, and that amounts which should be credited to Government are not repaid to individuals.

**Monthly Return.**

**822.** (1) At the end of the month there shall be furnished by the subordinate courts to the District Judge a statement of all A deposits received, but not wholly repaid during the month. This statement will be an extract from the Register of Deposit Receipts [Form No. (A) 18], omitting the items which have been wholly repaid during the same month. Of deposits received and partially repaid in the same month the unpaid balance only is to be shown in this statement. The dates of despatch from the subordinate court and of receipt by the district court shall be noted on this statement.

**Explanation.**—An A deposit, the balance of which has been reduced below Rs. 5 by a payment made in the same month, is to be included among the A, and not among the B deposits.

(2) On the 31st March of each year the subordinate courts shall, in addition, submit to the district court a certificate that all uncashed orders to be cancelled under rule 787 (3) have been marked off in their Registers.

**Plus and Minus Memorandum.**

**823.** There shall be appended to the monthly statement of deposit receipts a *plus* and *minus* memorandum in the following form:—

Balance of last month—

Rs. A. P.

Amount of A deposits received during the month—

Repaid during the month	..	..	..	..
Not repaid during the month	..	..	..	..

Amount of B deposits received during the month—

Repaid during the month	..	..	..	..
Not repaid during the month	..	..	..	..

Total ..



Amount of A deposits repaid during the month—					Rs. A. P.
Received in all previous years	..	..	..	..	
Received last year	..	..	..	..	
Received during current year—					
Previous months	..	..	..	..	
Current month	..	..	..	..	
Amount of B deposits repaid during the month—					
Received during 19 -10	..	..	..	..	
Received during 19 -19	..	..	..	..	
Total					..
Balance of Deposits Outstanding					..

### Certificate.

Certified that, on a comparison of treasury advices with postings therefrom in the Registers of Chalcans, of Payment Orders, of Deposit Receipts, and of Repayments, the amounts entered above as received and paid are correct.

**Note 1.**—The repayments of B deposits received in the year of account, and in the year next preceding, should be shown separately.

**Note 2.**—This certificate is not required from Small Cause Court Judges, who are not subordinate to District Judges in matters of account.

### Examination by District Judge.

**824.** On receipt of the monthly statement and the *plus* and *minus* memorandum, the register [Form No. (A) 21] shall be compared therewith. First, as regards A deposits, the total of the column headed "Repaid on account of current month" should agree with the amount shown in the *plus* and *minus* memorandum; and when this amount is deducted from the total of the column headed "Total amount received," the balance ought to agree exactly with the total of the statement of outstanding A deposits received from the court to which the figures relate. Second, as regards B deposits, the balance itself can be tested in detail only once a year, when the yearly statement under rule 835 is received; but every month the difference between the opening and the closing balance should be equal to the difference between the receipts and payments reported in the *plus* and *minus* memorandum.

### Posting Receipts of A Deposits.

**825.** The subordinate courts' monthly detailed statement of A deposits received shall be attached by the District Judge to his own Register of Deposits received, after he has closed the accounts of the

civil courts at the sadar station. The District Judge will also number the deposits in the subordinate courts' return in continuation of his own series.

**Note.**—The District Judge should examine the receipts, so as to see that no item has been improperly held in deposit, and if he finds amounts so held which should be credited to Government, he should direct the subordinate court accordingly.

**826.** The District Judge's Registers of Deposits exceeding Rs. 5 received and repaid thus include each month not only those of his own court, but also of all subordinate courts, excepting only the sums received and repaid in such courts during the same month.

## **2. District Monthly Returns of Deposits.**

### **Returns of Deposits Received.**

**827.** On the 12th of each month an Extract Register of Deposit Receipts exceeding Rs. 5 shall be prepared by the District Judge in Form No. (A) 13, and forwarded to the treasury officer for transmission after a comparison with his cash accounts, to the Accountant-General. This extract register will be a copy of the entries made during the month in his register [Form No. (A) 18], and will contain all such items of more than Rs. 5 each as were deposited in his own court and in courts subordinate to him, omitting all those which were wholly repaid during the month, and showing, in the case of those partially repaid during the month, the unpaid balance only. The sadar court entries should appear first, then,—after a line or break,—the entries of each subordinate court separately headed by the name of the subordinate court. At the foot of this register, deposits received and repaid during the month and deposits received for sums of Rs. 5 each and less, are to be shown in separate totals for each court without details. This extract register should be despatched punctually on the 12th of the month, unless in the case of the larger districts a later date is fixed. The whole of the entries for each court should be consecutive and separated from those of the other courts by a space and heading.

### **Returns of Deposits Repaid.**

**828.** A monthly extract from his Register of Deposit Payments [Form No. (A) 19] of sums above Rs. 5 shall be forwarded in the same form by the Judge to the treasury officer for transmission, after comparison with his lists of payments, to the Accountant-General. The District Judge shall include in this extract (1) the details of repayments on account of deposits of previous months, whether made in his own court or entered by him from the statements of subordinate courts (rule 819); (2) a single total for each court of the repayments of the current month's deposits, whether made at the district or subordinate courts, which must agree with the total of receipts on the same account; (3) the totals for each court of the repayments on account of deposits Rs. 5 and less received during the year of account and the year next preceding.

**829.** Like the Extract Register of Receipts, this return will keep each court's entries in separate series. The extract will be prepared on the same printed form as the register, and should be posted as illustrated below:—

*Illustration.*

Details of deposit.			Dates as to present repayment.		No. of payment voucher.
Date of receipt.	No. as per Register of Receipts.	Amount or balance of deposit.	Date of cashing payment-order, whether at Court or at Treasury.	Date of granting payment-order as per Court's Register.	
1	2	3	4	5	6
		<i>Court A.</i>			
		<i>Rs. a. p.</i>			
7th September 1898 .. ..	.. ..	15 8 0	3rd September 1901.	2nd September 1901.	176
8rd January 1901 .. ..	.. ..	6 12 6	..	..	177
7th June 1901 .. ..	.. ..	108 10 0	..	3rd September 1901.	178

Amount repaid.	Received in all previous years.	Received last year.	Received during current year.		Initials of Accountant.	Initials of Judge in charge.	Remarks.
			Previous month.	Current month.			
7	8	9	10	11	12	13	14
	<i>Rs. a. p.</i>	<i>Rs. a. p.</i>	<i>Rs. a. p.</i>	<i>Rs. a. p.</i>			
....	15 8 0	..	..	..			
....	..	6 12 6	..	..			
....	..	..	108 10 0	..			
Total ..	15 8 0	6 12 6	108 10 0	..			
Add—Repayment of deposit of current month.	..	..	..	29 11 8			
Add—B deposits repaid.	9 6 0	3 8 0	9 3 0	6 3 0			
Total Court A ..	24 14 0	10 4 6	117 13 0	35 14 8			

**Plus and Minus Memorandum.**

**830.** (1) A *plus* and *minus* memorandum in the form prescribed in rule 823, but including the figures of the subordinate courts, as well as those of the District Judge's own court, shall be appended to the statement of deposit receipts.

(2) This *plus* and *minus* memorandum is to show as repayments the actual repayments at the treasury, and is further to show the treasury balance outstanding.

**Note.**—It will be found convenient to keep in a separate register a copy of this *plus* and *minus* memorandum, with further memoranda of the details from which the figures have been arrived at. It is important that there should be no difficulty at any time in reconciling the figures of the court with those of the treasury.

**3. Annual Clearance Register of Deposits.<sup>1</sup>****Clearance Register.<sup>1</sup>**

**831.** (1) At the end of each year the Registers of A Deposits received in the next preceding year shall be closed by transcribing into the last column, headed "Transferred to Clearance Register," every balance which exceeds Rs. 5. An annual Clearance Register shall then be drawn up in Form No. (A) 20 showing all these balances against their original numbers—showing, in other words, all the unpaid balances of A deposits of the preceding account year next but one. For example, the Clearance Register of April 1923 will show all unpaid balances of A deposits received in 1921-22.

(2) Of balances which do not exceed Rs. 5, a separate list shall be made out under rule 838 below.

**832.** The items in this account having been carefully compared with the corresponding balances in the original Register of Deposits received [Form No. (A) 18], the lastnamed document shall be laid aside, and future repayments recorded only in the Clearance Register.

**Note.**—If against any of the items transferred to the Clearance Register, a repayment order has been issued and cancelled under rule 787 (3), a note to that effect must be made in the Clearance Register, so that, if application for repayment is again made, an order may not be issued without recalling the original cancelled one.

**Return by Subordinate Courts.**

**833.** A copy of the Clearance Register shall be sent by the subordinate courts to the District Judge, and by him carefully compared with the entries in his Register of Receipts. Any discrepancies found must be investigated and corrected.

**Return by District Judge.**

**834.** The clearance register of the District Judge necessarily includes the items in the several Clearance Registers of the subordinate courts, and a copy of it shall be sent to the Accountant-General. The

<sup>1</sup>The words "Clearance Register," wherever they occur in these rules, were substituted for the original words "Account Particulars" by H. C. Progs., February 1893, No. 407.

due date for its despatch shall be the 30th April, by which time the Judge should have received and compared the Clearance Registers of his subordinate courts.

#### Verification of Petty Deposit Balances.

**835.** In order to verify the balance of B deposits, each court shall make a list of the unpaid balances of receipts of the past twelve months, and, by actual summation of these balances, find the total amount outstanding on account of the past year's deposits. Each court is required to submit, along with the Clearance register of A deposits, the list of unpaid balances of B deposits prepared by it and a certificate that the balance of B deposits of the past year has been found by actual summation to be Rs.

**836.** The balance found under the last rule, together with the total of the list prepared under rule 838 (2), must equal the total balance of petty deposits on March 31st, and must be so verified—

- (i) by each court with the forward balance in the *plus* and *minus* memorandum;
- (ii) by the District Judge with the balances of the subordinate court brought forward in the Register No. (A) 21.

**837.** The District Judge, having verified the balance certificates of the subordinate courts, shall endorse each with the certificate "Examined and found correct," and shall certify the fact of having done so upon the statements of lapsed deposits sent to the Accountant-General under rule 839.

**Note.**—The District Judge shall submit a certificate to the Accountant-General in the following form, along with the annual return—'Certified that I have satisfied myself from an examination of the records of this office that the registers of B deposits of this court as well as those of the subordinate courts are kept up to date and are in order; that the daily certificates from the subordinate courts are regularly received and that the balance on the 31st March as certified to by the subordinate courts agrees with those shown in the registers maintained in this office for the past year.'

#### 4. Lapse of Deposits.

##### Lapse of Deposits.

**838.** On 31st March of each year, the following unpaid balances of deposits lapse to Government, and are to be so written off in the Clearance Register and Registers of Receipts, respectively:—

(1) of A deposits, *first*, all balances of deposits of the last account year but one which do not exceed Rs. 5, and are therefore not carried forward under rule 831 into the Clearance Register; these balances should be marked "Lapsed" in the Register of Receipts; *secondly*, all balances of deposits outstanding over three complete years,—that is, all balances in the Clearance Register prepared two years before; these are to be marked off in the last column of the Clearance Register;

(2) of B deposits, the balances of all deposits outstanding over one complete year, that is, the balances which, in the case of deposits over Rs. 5, are transferred to Clearance Register under rule 831; these are to be marked off in the last column of the Registers of Receipts.

*Example.*—The balances which lapse on 31st March, 1922 are—

- (a) all balances not exceeding Rs. 5 of A deposits received in 1920-21.
- (b) all balances of A deposits received in 1918-19.
- (c) all balances of B deposits received in 1920-21.

#### Statements of Lapsed Deposits.

**839.** (1) Three statements of the balances to be written off shall be prepared in Form No. (A) 12, one for each of the three classes (a), (b) and (c), specified in the *Example* under rule 838. These statements shall be submitted along with the Clearance Register. Those of the subordinate court must be compared by the District Judge with his own registers, and discrepancies, if found, must be reconciled. Those of the District Judge must include, under the District Judge's numbers, the lapsed balances of A deposits of the subordinate courts.

(2) As regards B deposits, the statements received from the subordinate courts must be copied into the District Judge's statement, with a separate total for each court, the originals being filed for future reference.

**Note.**—The note under rule 832 applies to these statements of lapsed deposits also.

#### Correction of Balance.

**840.** These statements must all be submitted during April, and the totals thereof must be deducted by a separate entry from the *plus* and *minus* memorandum, drawn up at the end of April, so that the *plus* and *minus* memorandum may show only the balance actually outstanding upon the registers of the court concerned.

#### Refund of Lapsed Deposits.

**841.** When payment of a deposit lapsed under rule 838 is required by a person entitled thereto, application shall be made through the District Judge, who shall examine the claim, and, if he finds it correct, shall forward an application in Form No. (A) 4 to the Accountant-General. Several deposit numbers may be included in a single application, if they are payable to the same person. The Accountant-General's letter of authority, when received, shall be noted against the items in the Clearance Register (or original register in the case of a B deposit), so as to prevent a second application. This letter shall then be passed for payment at the treasury, as prescribed in the form. No other record of these refunds is necessary; and such payments are not to be shown in the *plus* and *minus* memorandum.

**842.** All applications for refund of lapsed deposits should be entered in a separate register in the accompanying form, before submission to the Accountant-General, Bengal, for sanction :—

Date of issue.	Serial No.	Name of applicant.	No. and date of deposit.	Date of lapsed deposit.	Amount claimed.	No. and date of Accountant-General, Bengal's authority.	Remarks.

**Note.**—Dated signature of the person receiving the authority should be taken in the remarks column.

**843.** If the letter of authority received from the Accountant-General is not claimed by the payee within twelve months from the date thereof, it shall be returned to the office of origin.

## CHAPTER 33.

### SUPPLEMENTARY AND MISCELLANEOUS RULES.

#### 1. Supplementary rules as to receipts under head (A) of rule 745.

**Note.**—For rules as to refunds allowed under sub-heads (i) to (vii) of head (A) of rule 745, *see*, rules 789 to 791.

#### Registers.

**844.** Every Judge in charge shall maintain a register of judicial deposits other than civil deposits and peremptory receipts (*e.g.*, judicial fines, stamp duties and penalties, miscellaneous receipts, etc.) and refunds therefrom in Form No. (A) 22. In this register, all receipts are to be posted which do not come under head (B) (deposits) or head (C) (peremptory receipts) of rule 745. The entries shall be made and checked in the same way as the entries in the Register of Deposit receipts of the subordinate courts.

**845.** Every court under whose decree or order receipts under sub-heads (i) to (iii) of head (A) of rule 745 are realised shall maintain a register in Form No. (A) 32. The entries in the register shall be initialled by the presiding officer of the court at the time of signing the order-sheet.

#### Credits to Government.

**846.** It is the duty of every Judge to see that sums which are in deposit, but which under any rule or law are forfeited, or become the property of Government (*e.g.*, earnest-money forfeited, or intestate property unclaimed), are duly credited to Government. In every such case there shall be prepared simultaneously (1) a payment order addressed to the cashier and directing payment of the deposit "by transfer as per chalan No.        of this date," and (2) a chalan crediting it to the proper head. Such payment order and chalan shall be registered and dealt with in every way as if cash were paid out of and received into court.

#### Receipts under sub-heads (i) and (iii) to (vii) of Head (A) of Rule 745.

**847.** (1) With regard to stamp duty and penalties, attention should be given to secs. 39, 45 and the other sections in Chapter IV of the Indian Stamp Act, 1899, as amended by the Bengal Stamp (Amendment) Act, 1922. The duty and the penalty must always be separately credited.

(2) Loose forms of the Register (R) 19 shall be used for the certificates to be sent to Collectors under sec. 38 of the Stamp Act on account of duty and penalty levied by civil courts on instruments which, though originally unstamped or insufficiently stamped, may be admitted under the provisions of secs. 35 and 37 of that Act.



**848.** With regard to unclaimed property of intestates or others, it will be seen from the form that register No. (A) 22 deals only with receipts under this head which have remained in deposit for the prescribed period. A register showing the property in detail must be kept in civil courts in Form No. (A) 27.

**Note 1.**—Any cash belonging to an intestate's estate which may be received in court, from whatever source derived, must be paid into the treasury at once, and no such cash must be allowed to remain in the hands of the nazir.

**Note 2.**—On the receipt of unclaimed property of persons dying intestate, the nazir must make the requisite entries in the register in Form No. (A) 27, Volume II, and these entries must be compared with the police chalan by the sheristadar and the accountant. If cash forms part of the property or if part of the property, being perishable, is sold before the expiry of the year prescribed by law, such cash or sale-proceeds must, after entry in the register just mentioned, be put in deposit till the time arrives for paying them over to claimants or crediting them to Government.

**Note 3.**—When any property in the custody of the court is sold, the sale account must invariably be checked with the register by the sheristadar and the accountant, and the Judge must from time to time test the work of his subordinates by personally examining the sale accounts in some cases taken at random.

**Note 4.**—The Judge should pay the expense of conveying intestate property to the sadar station from his permanent advance, and charge the same in his contingent bill, subject to reimbursement from the eventual proceeds of the sale of the property, or, in cases where a claim to heirship is established, either by payment by the heir before the property is delivered to him, or by the sale of such portion of the property as may cover the expense.

**849.** Under the sub-head (iii) of head (A) (Other general fees, fines, and forfeitures) of rule 745 shall be comprised all receipts not falling within any of the other principal heads of receipt, *e.g.*, forfeiture of earnest money.

**850.** Receipts under the head of account, mentioned in rule 849, are at once credited at the treasury to Government. They are not to be retained intermediately in deposit either at the court or at the treasury.

#### Control of Subordinate Courts.

**851.** The receipts of subordinate courts under the sub-heads (i) to (vii) of head (A) of rule 745 are included in the daily statement sent to the District Judge under rule 815, and are also included in the Daily Advice from the treasury received by the District Judge under rule 805. The Judge must effect a comparison between these two, and see that in each month the total amount advised as paid into the treasury agrees with the total amount realised by the subordinate courts.

#### Monthly Returns.

**852.** At the close of the month, every Judge in charge shall prepare Lists in Form No. (A) 22 of all the receipts, forfeitures or duty, under the sub-heads (i) to (vii) of head (A) of rule 745, paid by him into the treasury. Subordinate courts shall forward their lists in duplicate to the District Judge, and the District Judge shall add the totals of these lists at the foot of his own list, and, appending one of the copies received by him from each subordinate court, shall forward the whole to the Accountant-General for check against the treasury accounts.

**Verification of stock of saleable forms.**

**853.** The stock<sup>1</sup> of saleable forms in all civil courts subordinate to the High Court shall be verified half-yearly, issues being checked from the entries in column 15 of the register of judicial deposits (other than civil deposits and peremptory receipts) and refunds therefrom [Form No. (A) 22]. A certificate in the form given below, duly signed by the presiding officer of the court, shall be submitted by subordinate courts to the District Judge at the close of each half-year; and these returns, when received, should be forwarded by the District Judge, together with the return of his own court, to the Controller of Printing, Stamps and Stationery, Calcutta:—

*Certificate.*

Certified that the stock of saleable forms shown in the above return to be in hand on the \_\_\_\_\_ has been duly verified and found correct.

*Presiding Officer.**Nazir.**The*                      *19* .**2. Miscellaneous rules.****Accountant and Cashier.**

**854.** In carrying out these rules, care must be taken by all judicial officers that, in respect of cash transactions in court, distinct officers are employed as accountant and cashier. In other words, the same officer shall not keep the Registers of Chalang and Payment Orders, Deposit Registers, etc., and also receive and pay the money.

**Note.**—A naib nazir or a clerk may be appointed as cashier provided (i) that he is expressly so designated, (ii) that his duties and responsibilities are made clear, and (iii) that he gives the necessary security. Such appointments should be made in cases where the nazir, owing to the pressure of other work, is unable to discharge the duties of cashier in strict accordance with the instructions contained in the Court's General Letter No. 1 of 29th January, 1902.

**Language of Accounts.**

**855.** Every judicial officer shall, save with the express permission of the District Judge, keep his accounts in English; and it must be distinctly recorded by him whether the sheristadar is, or is not, responsible for a general control and supervision over the accountant.

**Note.**—At headquarters stations the sheristadar, of the District Judge, and at subdivisions and out-stations the sheristadar of the "Judge in charge" should be required to inspect periodically and carefully the nazir's account books. The sheristadar should append his dated signature in the pages of the account books in token of his having examined them. The discovery of any defects, of a breach of the High Court's account rules, or of the instructions given in

---

<sup>1</sup>For rules as to custody of Forms, see rule 1025.

rule 744 and the Notes to Forms Nos. (A) 23 and (A) 24, should be promptly brought to the notice of the "Judge in charge." In the case of courts in the interior of the district, the fact should, without delay, be brought to the notice of the District Judge.

#### **Forms.**

**856.** The whole of the necessary forms and account books are to be obtained through the Forms Department, and each court is responsible for maintaining a proper printed stock of all the forms<sup>1</sup> herein prescribed, and for submitting timely indents according to the rules in force from time to time. Should there be any offices in which the accounts are not kept in English, the necessary forms for use therein shall be printed in bi-glot form, and be provided with headings in English and the vernacular. Manuscript forms are prohibited.

#### **Daily Examination of Accounts.**

**857.** The accounts and registers, of which a list is given in Appendices I and II annexed to these rules, must be compared daily by the Judge in charge; and this rule is on no account to be neglected, as its observance is essential to the integrity of the transactions and the correctness of the books. The notes at foot of the forms indicate how the verification is to be made.

<sup>1</sup>For custody and distribution of Forms, etc., see, rules 1025 and 1030.

## APPENDICES.

### Appendix I.

**List of Registers to be compared daily by Judge in charge (Rule 857).**

*For all judicial officers—*

Kept by the accountant—	Form No.
(1) Register of chalans .. .. .	(A) 14
(2) Register of chalans for petty receipts .. .. .	(A) 15
(3) Register of Payment Orders .. .. .	(A) 16
(4) Treasury pass book .. .. .	(A) 17
(5) Register of deposits received—	
Part I } .. .. .	(A) 18
Part II }	
(6) Register of deposits repaid—	
Part I } .. .. .	(A) 19
Part II }	
(7) Clearance Register of A deposits .. .. .	(A) 20
(8) Register of Judicial Deposits (other than civil deposits and peremptory receipts) and refunds .. .. .	(A) 22
 <i>Kept by the cashier—</i>	
(1) Counterfoils of receipts granted by cashier for peremptory cash receipts .. .. .	(A) 23
(2) Peremptory cash register .. .. .	(A) 24
(3) Cash book. .. .. .	(A) 25

*For District Judges—*

<i>Kept by the accountant—</i>	
Register showing deposits received and repaid by Subordinate Courts .. .. .	(A) 21
 <i>Kept by the cashier—</i>	
Register of Intestate Property .. .. .	(A) 27

### Appendix II.

**Judge's Daily Examination of Accounts.**

#### (1) Transactions at Court.

Comparison of cashier's cash book with the Registers of Chalans and Payment Orders.

Comparison of Treasury pass book with the cash book.

#### (2) Transactions at Treasury.

Comparison of treasury advice with postings therefrom in the Registers of Chalans, of Payment Orders, of Deposit Receipts, and of Miscellaneous Receipts.

Comparison of Treasury Advice with Treasury pass book.

*(3) Transactions at Subordinate Courts.*

By Subordinate Court—Comparison of the daily statement with the registers.

By District Judge—Comparison of Treasury Advice with subordinate court's statement.

Comparison of statement with posting therefrom in the Register Form No. (A) 21, and Registers of Receipts and Payments of Deposits.

**Judge's monthly examination of accounts.**

1. The proper closing and totalling of all registers.
2. Comparison of out-going statements with office registers.
3. Comparison of *plus* and *minus* memorandum with totals of registers.
4. Ascertainment and verification of outstanding payment orders.

By District Judge—Comparison of subordinate court's returns with register Form No. (A) 21.

**Appendix III.****List of Returns.***(1) From the Subordinate Courts to the District Judge.*

Statement of total receipts and payments on account of deposits and other transactions (rules 815 and 851) .. ..	Daily.
Extract Register of repayments of A Deposits received in previous months (rule 815) ..	
Statement of A deposits received, but not repaid, during the month, with <i>plus</i> and <i>minus</i> memorandum enclosed (rules 822 and 823) .. ..	Monthly.
Statement of receipts under sub-heads (i) to (vii) of head (A) of rule 745 (rule 852) ..	Monthly.
Clearance Register of A deposits (rule 833) ..	Annually.
Certificate of the examination of B deposits (rule 835) .. ..	Annually.
Statements of lapsed deposits (rule 839) ..	Annually.

(2) *From the District Judge through the Treasury Officer.*

Extract Register of deposit receipts with *plus*  
and *minus* memorandum enfaced (rules 827  
and 830) .. .. Monthly.

Extract from register of deposit repayments  
(rule 828) .. .. Monthly.

Statements of receipts of his court, and of the  
courts subordinate to him, under the sub-  
heads (i) to (vi) of head (A) of rule 745 (rule  
852) .. .. Monthly.

(3) *From the District Judge to the Accountant-General direct.*

Clearance Register of A deposits (rule 834) .. Annually.

Statement of lapsed deposits of his Court, and  
of the courts subordinate to him, with  
certificates of the examination of B deposits  
enfaced (rules 839 and 837) .. .. Annually.



## **PART VII.—Rules Relating to Registers, Periodical Returns, Statements and Annual Reports.**

### **CHAPTER 34.**

#### **REGISTERS.**

##### **i. General.**

**358.** A list of the registers prescribed for being maintained in the civil courts will be found in Volume II, comprising four classes:—

- (a) Account Registers.
- (b) Primary Registers.
- (c) Subsidiary Registers.
- (d) Statistical Registers.

**Note 1.**—The forms of the registers are in most cases self-explanatory and the additional instructions in this Chapter are for general guidance. Account Registers are separately dealt with in Part VI.

**Note 2.**—When registers are in bound volumes, the volumes should not be closed until all the forms therein have been exhausted.

**359.** Other Subsidiary or Statistical Registers should not be maintained in any court unless there are special circumstances for introducing them. The list referred to specifies all the registers which, it is believed, if properly maintained, will furnish every information absolutely necessary for judicial, administrative or statistical purposes. The introduction of unauthorised registers or books of any kind should be strongly discouraged.

**360.** All registers shall be kept in English.

**361.** The periods for which different registers have to be preserved are shown in the list given of them in Volume II. The periods stated therein are to be reckoned from the date of the last entry in the register and at the expiration of those periods the registers shall be destroyed.

**362.** No one except the clerk in charge of writing a particular register shall, unless otherwise provided, make any entry therein without the orders of the presiding Judge.



## 2. Primary Registers.

**883.** (1) *General Register of Suits* [Nos. (R) 1 (i), (R) 1 (ii), (R) 1 (iii)].—Separate registers should be maintained for the following classes of suits:—

- (i) Title and other suits [(R) 1 (i)].
- (ii) Suits for Money and Movables [(R) 1 (ii)].
- (iii) Suits for Rent [(R) 1 (iii)].

(2) In the register for suits for money and movables, column 2 should be divided into two columns, (a) and (b), the latter being used for a separate consecutive serial number for all suits dealt with under Small Cause Court powers to be entered in red ink.

(3) The High Court desire to impress upon all courts that the particulars required to be entered in the suit register should contain everything material to the case and yet be as concise as possible. The particulars regarding proceedings in execution of decrees should also be duly and regularly filled in. All entries must be made contemporaneously with the stages through which a case or subsequent proceeding, if any, pass and the writing of registers, etc., must not be deferred till after the disposal of cases.

(4) When money payable under a decree is paid into court or a petition of adjustment or satisfaction is filed without there being any execution proceeding pending, such satisfaction shall be noted in columns 20 to 33 under the countersignature of the sheristadar. The fact that this has been done shall at the same time be noted on the petition and on the order-sheet of the suit.

**Note 1.**—If the record of the suit has been deposited in the District Record Room, the petition with the connected papers and necessary order shall be sent to the Record-keeper who shall enter in red ink a note of payment or satisfaction (as the case may be) in the order-sheet of the record of the suit and the entry shall be signed by the Judge in charge of the record room.

**Note 2.**—If the record of the suit is before the court of appeal, the petition together with the connected papers shall be sent to that court, where a note of the payment or satisfaction (as the case may be) shall be made in red ink in the order-sheet of the suit record and signed by the presiding Judge of the court of appeal.

**Note 3.**—In the case of payment into court the provisions of rule 207, should be carefully observed.

**884.** *Register of Execution Cases* [No. (R) 5].—A separate register has been prescribed for execution cases not with the object of superseding the information to be entered in the execution columns of the General Register of Suits, but for the sake of administrative convenience, and also for the purpose of showing proceedings in execution of decrees of other courts.

**Note 1.**—Applications under or. 21, rr. 95 and 96 of the C. P. Code, for the delivery of possession of immovable property sold in execution of decrees, if uncontested, are to be treated as continuations of the execution cases to which they relate. A note of such applications with dates thereof, should be made in the appropriate column of this register.

**Note 2.**—For contested cases arising out of applications under Or. 21, rr. 95 and 96, see, rule 880 (a) (9).

**305. Register of Miscellaneous Judicial Cases [(R) 2].**—In this register all miscellaneous judicial cases including references under the Land Acquisition Act, applications for probate, letters of administration, or succession certificate, applications in respect of minors or lunatics, applications to sue *in forma pauperis*, claims and objections, etc., should be entered. Applications to appeal *in forma pauperis* shall also be entered in this register.

**Note.**—In this register should be entered all miscellaneous judicial cases mentioned in rule 280, *post*, except applications for insolvency for which a separate register has been prescribed in Form No. (R) 3. See, however, Note to rule (b) (34).

**306. Register of Appeals [Nos. (R) 6 (i), (R) 6 (ii), (R) 6 (iii)].**—(1) This register shall be maintained only in the courts of District Judges. Additional District Judges and Subordinate Judges shall, however, maintain supplementary registers in Form Nos. (R) 7 (i), (R) 7 (ii), (R) 7 (iii), (R) 7 (iv) for appeals transferred to their courts for disposal. When appeals so transferred have been disposed of by those courts, the records shall be sent to the court of District Judge for columns 18 to 20 of the latter's register being filled in in his office with as little delay as possible. After this is done the records shall be returned to the court disposing of the appeal for transmission to the record room in due course.

(2) The date of sending copies of judgment and decree to the lower court shall be entered in the remarks column of this register and of the supplementary register [No. (R) 7].

**307. Register of Miscellaneous Appeals [No. (R) 8].**—This register shall be maintained for only appeals from orders under sec. 104, C. P. Code (Or. 43, r. 1) and appeals in miscellaneous judicial cases.

**Note.**—Applications to withdraw or transfer an appeal under sec. 24, C. P. Code, for the re-admission or rehearing of an appeal under Or. 41, rr. 19 and 21, and for review under Or. 47, r. 1 not being appeals but of the nature of original applications though made to an appellate court, should be entered in the Register of Miscellaneous cases kept in that court. When, however, an appeal is remanded, revived or reviewed, it will of course be shown in its proper place in the Register of Appeals.

**308. Register of Suits before Courts of Small Causes [No. (R) 9].**—This register shall be used in courts of Small Causes only, and not by Munsifs and Subordinate Judges vested with Small Cause Court powers.

**309. Small Cause Sheet [No. (R) 10].**—This register shall be used in courts of Subordinate Judges and Munsifs invested with the powers of a Small Cause Court Judge under sec. 25 of the Provincial Small Causes Court Act (XII of 1887) for purposes of record in connection with cases tried under such powers.

N.B.—For other primary registers, see Volume II.

### 3. Subsidiary Registers.

**370. Register of Application for copies [No. (R) 23].**—This register shall be maintained by the head comparing clerk or other officer-in-charge and not by a copyist.

**Note.**—Applications for copies or inspection of Wills and Registers of Wills, shall, in accordance with the orders of the local Government, be entered in this register.

571. A register should be maintained for the attendance of ministerial officers. The form prescribed by the Local Government may be used for the purpose.

N.B.—For other subsidiary registers, see Volume II.

#### 4. Statistical Registers.

572. *Registers [Nos. (R) 42 to (R) 48].*—These registers are intended to be written up from day to day, so that the entries in the different columns should consist of consecutive series of numbers the last of which should, at the end of the month, quarter or year, at once supply the information required for inclusion in the various periodical statements to be submitted.

Note 1.—The value of suits should be expressed in rupees only. Fraction of a rupee less than 8 annas will be disregarded and 8 annas and above will be reckoned as one rupee.

Note 2.—Presiding Judges should see from time to time that these registers are regularly and carefully maintained. Unauthorised registers or books which seek to supplement them will then be unnecessary and their use should be strongly discouraged. [G. L. No. 8 of 4th June, 1907].

## CHAPTER 35.

### PERIODICAL RETURNS AND STATEMENTS.

#### 1. Forms.

**873.** The forms prescribed for submission by the civil courts of statements and returns are entered in the list to be found in Volume II.

**874.** The forms themselves contain instructions for observance. The following general instructions are intended to secure the correct and uniform preparation of these statements. The High Court desire to impress upon all presiding Judges and other officers concerned that unless the statements are prepared accurately and in exact compliance with the instructions issued, they are not merely valueless but mischievous.

**Note 1.**—Printed forms of the periodical statements will be supplied by the Press and Forms Manager, Bengal, to all subordinate courts from time to time on indent. The forms so supplied should alone be used for the periodical statements. The practice of extending the printed forms by pasting sheets of paper on to them should be avoided. As many printed forms as may be necessary to contain the information required should be used. For reports and for explanations where they have to be written separately, foolscap paper should be used.

**Note 2.**—Where a statement is blank it should not be submitted in a form, a note to that effect being sufficient.

**Note 3.**—In all the returns annas and pies should be omitted from the column in which any sums of money have to be shown.

**Note 4.**—Care must be taken that the number of suits or cases shown as pending at the close of one period is entered as pending at the beginning of the next. When, however, the entries must differ by reason of an error in a previous return, a note should be added explaining the discrepancy and pointing out the parts where corrections should be made.

#### 2. Classification of Cases.

##### (I) Suits and Appeals from Decrees.

**875.** (1) For the purposes of the periodical statements, suits and appeals from decrees are divided into three classes:—

- (i) Suits for money and movables, and appeals in the same.
- (ii) Suits and appeals under the rent law; and
- (iii) Title and other suits, and appeals in the same.

(2) The details of this classification, which must be strictly adhered to throughout the returns, will be found in Annual Statement No. 2 [Form No. (S) 11].

(3) As all plaints are to be registered on presentation in the Registers of Suits (*vide* rule 55), orders rejecting plaints must be treated

for the purposes of the rules in this Part as suits, and shown in the Annual Statement Nos. 2, 3, 4, Part I [Nos. (S) 11, (S) 12 and (S) 13].

**876.** Suits for money and movables are again subdivided according as they are dealt with under the Small Cause Court procedure, or under the ordinary procedure. Where an officer has the powers of a Small Cause Court Judge, the work done by him in the exercise of these powers should be shown bracketed with that done under his ordinary powers, and a similar plan must be followed where a Small Cause Court Judge has the powers of a Subordinate Judge.

**877.** Where an officer has been appointed by the local Government under sec. 109A of the Bengal Tenancy Act, 1885, to be a Special Judge for the purpose of hearing appeals from the decisions of Revenue Officers under Chapter X of that Act, the work done by him in the exercise of those special powers should be shown in Quarterly Statement C [Form No. (S) 6], and in Annual Statement 5, Part I [Form No. (S) 15], bracketed with that done under his ordinary powers.

**878.** Cases under the Religious Endowments Act (XX of 1863), under secs. 88 and 92, Or. 36, r. 3; and Schedule II, rr. 17 and 20 of the C. P. Code, and applications for declaration of a marriage to be dissolved by exercising the right of option of puberty, and for setting aside an election under sec. 36 of the Bengal Municipal Act, and references made under sec. 5 of the Bengal Alluvial Lands Act, 1920, are to be registered as suits, and must be entered as such in the returns.

**879.** An application for probate or for letters of administration should, for the purpose of the returns, be treated as a miscellaneous judicial case until the date upon which it is contested, and as a suit from that date.

**Note 1.**—In order to explain the discrepancies which will result in the total numbers of miscellaneous judicial cases for disposal, disposed of, and pending, it should be stated on the face of each return of miscellaneous judicial cases how many applications for probate and for letters of administration were transferred, during the period to which the return relates, to the head of suits, and treated as suits from the dates upon which the applications were contested.

**Note 2.**—Applications for the revocation of probate and letters of administration should be treated in the same manner as applications for probate or letters of administration.

#### (1) Miscellaneous Judicial Cases.

**880.** Separate statements being provided to show applications for the execution of decrees, these will not be included under the head "Miscellaneous Judicial" cases, and it is intended that such other cases only as require a judicial enquiry or order should be included.

The following list shows the cases which are to be entered under the head "Miscellaneous Judicial" cases, and without the special orders of the High Court, no addition should be made thereto:—

#### (a) Cases under the Civil Procedure Code.

(1) Applications under secs. 22 and 24, C. P. Code.

(2) Applications under Or. 9, rr. 4, 9 and 13, and under Or. 41, rr. 19 and 21.

(3) Miscellaneous civil proceedings under Or. 16, rr. 12 and 17.

(4) Cases under sec. 47, C. P. Code.

*Note.*—Applications for ascertainment of mesne profits should be regarded as applications made in the course of the trial of the suit (Or. 20, r. 12) and are not to be registered as miscellaneous judicial cases.

(5) Applications under sec. 144, C. P. Code.

(6) Applications under Or. 21, r. 2, by judgment-debtors to certify payment or adjustment alleged to have been made when no execution proceeding is pending.

(7) Applications under Or. 21, r. 58 and Or. 38, r. 8.

(8) Applications under Or. 21, rr. 90 and 91.

(9) Applications under sec. 74 and Or. 21, rr. 97 and 98.

(10) Applications under Or. 21, r. 100 (1).

(11) Applications under Or. 22, r. 9.

(12) Commissions under sec. 76 (2), C. P. Code.

(13) Applications under Or. 33, r. 1 and Or. 44, r. 1.

(14) Proceedings under Or. 39, r. 1 (2) and (3) and r. 2 (3) and (4).

(15) Applications under Or. 46, r. 7.

(16) Applications under Or. 47, r. 1.

*(b) Cases under other Acts.*

(17) Cases regarding the property of intestates under sec. 7 of the Bengal Wills and Intestacy Regulation, 1799, in which a claimant appears.

(18) Applications for the issue of an injunction under sec. 6, Bengal Patni Taluks Regulation, 1819.

(19) Applications under sec. 17, clause (7) of the Bengal Patni Taluks Regulation, 1819 (Regulation VIII of 1819).

(20) Applications under the Succession (Property Protection) Act, 1841.

(21) Applications regarding the care of lunatics' estates, and the guardianship of their persons, under the Indian Lunacy Act, 1912.

(22) Applications under sec. 47 or sec. 75 of the Indian Lunacy Act, 1912, for sanction to the sale, etc., of the property of lunatics.

(23) Applications for probates and letters of administration under the Indian Succession Act (XXXIX of 1925), except contested cases which must be transferred to the head of suits. (*See, rule 879, ante.*)

(24) Inquiries made at the instance of the Collector under clause (5) of sec. 19H of the Court-fees Act, 1870, as to the true value of the property of deceased persons.

(25) Cases under sec. 59 of the Land Registration Act, 1876.

(26) Applications under sec. 11 of the Court of Wards Act, 1879.

(27) Cases under sec. 14 of the Legal Practitioners Act, 1879.

(28) Cases under sec. 83 of the Transfer of Property Act, 1882.

(29) Cases under secs. 26F, 26J, 48E, 84, 88, 91, 93, 98 (8), 99, 148 (k) (iv), 148A (8), 153 (*last paragraph*), 158, 169, 173 (3) and 174 (3) of the Bengal Tenancy Act.

(30) Applications for certificates of succession under the Indian Succession Act, 1925.

(31) Applications for certificates of guardianship of minors, or of administration of their property under the Guardians and Wards Act, 1890, or for the revocation of such certificates, and applications under sec. 31 of the same Act for sanction to the sale or disposal of the property of minors.

*Note.*—Subsequent proceedings in connection with a guardianship case are to be treated as part of the original case and should not be registered as separate miscellaneous cases.

(32) Cases under Parts III and IV of the Land Acquisition Act, 1894.

(33) Miscellaneous criminal cases under secs. 195, 476, 478 and 480 of the Criminal Procedure Code, 1898.

(34) Insolvency petitions under the Provincial Insolvency Act, 1920.

*Note.*—Subsequent proceedings in connection with the same insolvency petition except contested proceedings under secs. 4, 53, 54 and 69 of the Act are to be treated as part of the original proceedings, and should not be registered as separate miscellaneous cases. Contested proceedings under these sections should be registered as separate miscellaneous judicial cases and the number of the insolvency case should be noted below the number of the subsequent miscellaneous judicial cases.

### Circular Order No. 21 of 1938.

#### Civil.

In clause (38A)—slip—of Rule 880, Chapter 35, page 350, Volume I, Civil Rules and Orders, *substitute* a full-stop for the comma after the figure "1934" and *omit* the words "for setting aside a sale."

By order of the High Court,

R. F. LODGE,

*Registrar.*

### Memo. Nos. 7466-7487 R.O.

*regarding only a few specified needs,*  
 viz. :—

(1) Applications for the service of notices of execution by non-occupancy raiyats of agreements to pay enhanced rent under sec. 46 of the B. T. Act, 1885.

(2) Applications by tenants to deposit rent under secs. 61 and 62 of the same Act.

(3) Applications for service of notice under sec. 72 (2) of the same Act.

(4) Applications for the service of notice of surrender of holdings under sec. 86 (2) of the same Act.

(5) Application for service of notice under sec. 155 (1) of the same Act.

(6) Applications for annulling incumbrances under sec. 167 of the same Act.

## (iv) Miscellaneous Appeals.

**832.** The following are classed as Miscellaneous Appeals:—

- (1) Appeals from orders under sec. 104 (1) [Or. 43, r. 1].
- (2) Appeals in miscellaneous judicial cases.

### 3. Compilation of Statements and Returns.

**833.** For statistical purposes, suits in which preliminary decrees are made under the provisions of Or. 20 of the C. P. Code, and suits for the foreclosure of a mortgage or the sale or redemption of mortgaged property in which a preliminary decree is made under the provisions of Or. 34 should be treated as disposed of and entered in the periodical statements as such when the preliminary decree is passed. If, at any time afterwards, an application is made for making the decree final, the suit should be brought into file again, and included in the column "Revived."

**Note 1.**—Subsequent proceedings are to be treated as a continuation of the suit. Cases brought into file again and disposed of should also be separately noted in the remarks column of statements and returns.

**Note 2.**—As to transmission of records of such suits to the record room, see Notes 1 and 2 to rule 491.

**834.** When a defendant having appeared at the first hearing fails to appear at an adjourned hearing and a decree is passed against him, the case should be exhibited as "decree *ex parte*" (*Jonardan v. Ramdhone*, I. L. R. 23 Cal. 738, F. B.).

**835.** (1) It is not possible to define precisely when a case should be treated and shown as decided without contest or "after full trial." Generally speaking, when any substantial question of fact or law is raised in the defence and is not waived at the trial, the decision is after full trial although little or no evidence, oral or documentary, may have to be adduced by the parties at the hearing. The main principle that should be kept in view is whether the contest is real or genuine and calls for judicial determination by the Judge. Figures are necessary for statistical purposes as also to be assured that each officer is doing his fair share of work. The object is to show "*bona fide*" contested work and not to swell the apparent outturn of such work in the courts by the inclusion of a mass of merely routine matters or matters of nominal contest which in no sense call for the exercise of judicial discrimination or discretion and which do not take up any appreciable amount of time. The entry of such matters in the statement showing disposal of suits after full trial not only defeats its object in the case of particular courts where this undesirable practice obtains but also destroys the value of comparison between different courts in respect of outturn.

(2) The following are some instances of cases which should be treated as decided without contest and shown as such, namely, all cases in which the only question or questions ultimately decided on, or with display of contest are:—

- (a) A question regarding the amount or apportionment of costs of a case, or
- (b) a question regarding payment by instalments, or



- (c) an unsubstantial question as to the rate of interest, or
- (d) a question regarding the award or amount of damages in suits for recovery of rent.

**Note 1.**—Such cases should be shown as disposed of on admission or compromise as the case may be.

**Note 2.**—Cases in which preliminary decrees are passed (e.g., mortgage, partition, account, etc.), should be considered as decided on contest when either the preliminary or the final decree or both are passed after contest. A suit may be contested. But when there is no judgment in it after contest and it is eventually decreed *ex parte* or compromised, it should be shown as decided without contest.

**Note 3.**—See the Note to rule 921.

**886.** A case is not said to be received or disposed of by transfer except when it is passed from one court to another by a judicial order. Cases which have been left by the presiding Judge to his successor in the same court are not to be treated as transferred. Where on account of some mistake or otherwise in classification a case has to be removed from one file to another in the same court, the column "Pending" must be corrected and explanation given in the next return.

**887.** Applications under sec. 39, C. P. Code, for transfer of decrees to other courts not being applications for execution should not appear in the returns at all, whether granted or refused. The receiving court is not to make any entry in its returns until an application is filed for execution. If after commencement of proceedings in any court on an application for execution, the judgment-creditor makes an application for transfer to a court not subordinate, and the court complies with it under clauses (a) to (d) of sec. 39 (1), the case pending in the transferring court shall be returned as disposed of by transfer, when satisfaction of the decree has not been obtained at all on the application for execution; and as disposed of on its merits, when part satisfaction has been obtained; but, as directed above, it is not to be noticed in the receiving court's returns as received by transfer.

**Note.**—If a decree be transferred for execution by a superior court to a subordinate court of its own motion, after an application for execution under Or. 21, r. 10, has been filed and execution ordered under Or. 21, r. 17, that application should be shown as disposed of and received by transfer.

**888.** (1) In order to obtain the average duration of cases the aggregate number of days for which all cases were pending before the court must be divided by the total number of such cases.

(2) In calculating average duration of cases or appeals, the time that the case has actually been pending in a particular court should alone be calculated. A case should be considered to start pending when it is received in the court whether by institution or by transfer, and to cease pending when it is no longer before the court whether as the result of disposal or by transfer to another court. In the calculation, revived or remanded cases are to be treated as if newly instituted on the date of revival or on the date of receipt by remand.

**Note.**—Fractions should be omitted from the columns intended to show the average duration of cases decided.

**889.** Cases restored or revived or brought into the file again when final decree is applied for and cases received on remand or by transfer shall be treated as pending from the *date of institution* and not from

the date of restoration, revival, receipt on remand or by transfer, for all other purposes other than calculation of "average duration."

**Note 1.**—The date of the transfer of a case by one court is ordinarily to be taken as the date of its receipt on transfer by another; any instances of unusual delay should be noticed in the explanations.

**Note 2.**—Advantage should be taken of the column in the returns for "Remarks" to show the extent to which the particular court immediately concerned is responsible for any delay, which, under the rules, requires explanation.

**890.** As regards suits, the date of the presentation of the plaint shall be considered as the date of institution, unless it contains some defect or omission so serious as to require its return before registration or amendment, in which case the date of admission, after correction and refileing or amendment, shall be regarded as the date of institution. With regard to applications to execute decrees, the date of their presentation should alone be considered.

**Note.**—When on account of heavy filings on a particular date a plaint is entered in the Suit Register after the date on which it was presented, the date of registration should be shown below the date of presentation in column 1 of the Register of Suits as also on the order-sheet of the record.

**891.** When an order has been made under Or. 41, r. 25 or 27 of the C. P. Code, the case is to be considered as pending before the appellate court, and the time occupied in making the return called for, or in taking the evidence, must be counted as time occupied in the appeal. If there is much delay in obtaining the finding or evidence asked for, the remarks column may be availed of in explaining the consequent delay in the disposal of the appeal.

**892.** When an order of remand is made under Or. 41, r. 23 of the C. P. Code, the case must be treated as decided by the appellate court, and must be brought on the file of the lower court.

**893.** Separate accounts must be kept of the time cases, whether suits or appeals, were pending (1) from institution to original or first decision; (2) from date of application for review to date of finally disposing of the case, whether the review shall have been granted or refused; (3) from the date of the order of remand under Or. 41, r. 23 of the C. P. Code, to the date of the new decision under such order. In Annual Statements Nos. 4 and 5 [Forms Nos. (S) 13 to (S) 16, Volume II] it will be necessary to give only the average duration before the original or first decision of a suit or appeal.

#### 4. Submission of Periodical Returns and their Dates.

**894.** Monthly, quarterly and half-yearly statements should be despatched by subordinate courts to the District Judge on or before the 5th of the month next succeeding the period to which they relate, and annual statements on or before the 20th day of the new year.

**Note.**—The monthly statement in Form No. (S) 1 is to be submitted every month irrespective of the quarterly and other periodical statements.

**895.** (1) Quarterly and half-yearly statements should be submitted by District Judges to the High Court on or before the 15th of the month

next succeeding the period to which they relate; and annual statements, along with the annual report on the administration of civil justice, on or before the 15th February of each year. The separate confidential report on the work and character of subordinate judicial officers in Form No. (M) 8, should also be submitted by this date.

(2) The punctual despatch of correct statements is an important duty, the neglect of which will not be overlooked by the High Court.

**896.** Punctuality in the submission of all statements and annual reports must be insisted upon, and District Judges should be careful to take the necessary steps to ensure the accurate compilation and prompt despatch of the same. The High Court will be compelled to take a serious view of the conduct of any officer who neglects to accord due attention to these orders.

**897.** Attention is drawn to rule 166, which requires the submission by every judicial officer of a monthly statement of cases and appeals in which arguments have not been heard and judgments have not been delivered.

**898.** At the end of every quarter all subordinate courts shall send a return to the District Judge, showing the number of applications for copies of decrees in which the copies were not ready for delivery to the parties within fourteen days after they were filed.

**899.** The presiding Judge of every subordinate court shall examine the records of at least 5 per cent. of the execution applications finally disposed of in the month in order to satisfy himself that the necessary information relating to them has been entered in the Suit Register and send to the District Judge a certificate to this effect monthly along with the monthly statements and returns that are to be submitted to him.

**900.** Except where otherwise specially provided, the returns are meant to show separately the work of each court, and not the work of each officer who may have presided during the year in the same court. Officers' names need not therefore be given. Where a Small Cause Court Judge presides over more than one court, the returns must show distinctly the work of each court unless the figures required are mere totals for the "class of court."

**901.** Where the figures given in any return differ from those given in any returns previously submitted, explanations should always be given in order to avoid the necessity for a reference in the matter. Much correspondence will also be rendered unnecessary if, before submission, figures entered in the annual statements are compared with those in the High Court's printed report for the previous year.

**902.** Officers having work in more departments than one should always note in their returns how their time was apportioned between the various departments. This is necessary to enable the High Court to judge whether the work done is sufficient, and to admit of the officer's salary being correctly apportioned in the annual returns between the various departments.

**903.** In the periodical returns submitted to the High Court by District Judges, the returns of all subordinate courts including Small Cause Courts, as well as those of Additional Judges, should be incorporated.

**904.** Where, in the general statement compiled for any district, the total of the column "Received by transfer" differs from that of the column "Disposed of by transfer" the reason should be explained, and any cases transferred from or to other provinces should be noted particularly, as the information is required in the preparation of the High Court's general returns.

**905.** No statement or return prescribed by the High Court shall be modified, discontinued or replaced by any other, nor shall return or statement of any kind (weekly, fortnightly, monthly, quarterly, etc., etc.) be introduced without an express order of the High Court previously obtained. The High Court consider that the revised statements and returns prescribed are, if properly prepared and scrutinised, sufficient for administrative control and other purposes. Whenever any difficulty is experienced in respect of the prescribed forms, or any modification is considered necessary, the reasons therefor should be submitted by the District Judge with a draft of the proposed form for the consideration of the High Court. A District Judge may, however, in any particular case call for a statement other than the ordinary to enable him to deal with some special matter and when so doing, he shall see that such statement is brief in form and easily collected from existing registers.

**Note.**—The existence of many authorised and unauthorised returns is responsible for attention being diverted from much more important considerations and tends to defeat the whole object of the submission of periodical returns. All unauthorised special or periodical returns or statements of every kind, where they exist, should be discontinued forthwith. [G. L. No. 20 of 1933].

**906.** (1) District Judges should carefully scrutinise the periodical statements and explanations submitted by the subordinate courts, and satisfy themselves that the business of those courts is transacted with due despatch, and that cases receive personal attention in execution as well as before decree.

**Note.**—See, rule 193.

(2) District Judges will insert at the foot of their quarterly statements, a certificate either that the statements, etc., have been found satisfactory or that needful steps have been taken in respect of those which have been found unsatisfactory, and cases which appear to call for notice or instruction of the High Court should be separately reported.

**907.** District Judges should personally examine, at least half-yearly, a certain proportion of the records of cases of all classes (contested and uncontested) disposed of by each subordinate judicial officer in the district and sent to the record room from all courts, in order to satisfy themselves that the work of those courts is being done with despatch and in accordance with law. The results of this examination should be noted in the Annual Administration Report and the names of the officers whose work is found to be defective or irregular or unsatisfactory should be mentioned there.

**Note 1.**—The examination should be directed with a view to ascertaining the following points among others:—Whether orders are passed promptly and written properly; business is conducted with despatch; adjournments are too leniently granted; dates are fixed in a businesslike manner; *ex parte* injunctions or attachments before judgment are given too freely; proper discretion is used in allowing or refusing commissions; orders passed are in accordance with law; orders required to be drawn up in the hand of the Judge are so drawn up; evidence is properly recorded, judgments contain sufficient reason for decision, show proper appreciation of facts and knowledge of law; and are promptly written, etc., etc.

**Note 2.**—See, rule 914 (10).

In all quarterly statements, the number of days during which any District or Subordinate Judge or any Munsif has been absent from court owing to temporary indisposition or other cause, should be noted.

**Note.**—See also rule 1090(2) and the Note thereto.

**909.** (1) In the second and fourth quarterly returns submitted by the subordinate courts to the District Judge should be given a brief explanatory note regarding the pendency of (i) cases dealt with under the Small Cause Court procedure, (ii) miscellaneous judicial cases, and (iii) miscellaneous appeals, when a suit, case or appeal has been pending for more than six months, or (iv) when a decree has been for more than six months under execution. In the case of all other classes of suits and appeals from decrees, explanations are required only when such cases have been pending for more than a year. Detailed explanation regarding the pendency of cases, when necessary, should be given in the fourth quarterly return of the year.

**Note.**—In the case of rent suits, an enquiry only need be made if the number entered in the quarterly statement as pending for more than three months is unusually large.

(2) In the second and fourth quarterly returns submitted by the District Judges to the High Court should similarly be given a brief explanatory note regarding suits and cases pending over one year before themselves, the Additional Judges and the courts subordinate to them together with the remarks recorded by them on the explanations of the subordinate courts. Detailed explanations regarding the pendency of cases, when necessary, should be given in the fourth quarterly return of the year.

**Note 1.**—Detailed explanation under sub-rules (1) and (2) (when necessary) should be given in a fly-leaf when the space provided in the prescribed form is not sufficient for the purpose.

**Note 2.**—Explanations of delay should in all cases be as condensed as possible. The real reasons contributing to the delay should be stated concisely but precisely. Stay of proceedings, awaiting return of records, representation of deceased parties, in the hands of commissioner, awaiting disposal of analogous cases in the same or another court and other reasons that have really contributed to the delay should be briefly noted. Such entries as "Will be disposed of shortly," "At the desire of parties", "Fixed for peremptory hearing on . . ." etc., etc., are not explanations of delay and should not find a place in the statements.

(3) Any case which appears to call for special notice should be separately brought to the notice of the High Court and District Judges are at liberty, if they think it necessary, to call for a full explanation from any subordinate court in regard to any case on its file.

**910.** In order that when scrutinising the periodical returns the progress made in the disposal of old cases pending for more than a year may be seen at a glance, a statement in the prescribed form (S) 8 should be submitted half-yearly by the subordinate courts to the District Judge and by the District Judge to the High Court.

**911.** (1) District Judges will submit with their quarterly returns a concise statement in Form No. (S) 7 regarding the numerical outturn of work shown by each of their subordinates, and a separate expression of opinion as to the adequacy of work disposed of by each officer during the quarter stating reasons, if any, which may account for shortage in disposals by any of them.

**Note 1.**—It is not possible to fix any standard outturn of work applicable to all courts. In reviewing the work of each judicial officer, regard should be had

to the state of the pending file, the complexity or otherwise of cases disposed of, the rise or fall in serious contest, the time spent by an officer in discharging duties when placed in administrative charge of a department, and other reasons, if any.

**Note 2.**—Names of officers are in many cases bracketed together with the comment "fair" or "unsatisfactory." Such expressions do not convey any correct idea of the work of each officer. District Judges should make individual comment in each case with special reference to any deficiency apparent in the outturn. [G. L. No. 1, dated the 11th January, 1932.]

(2) When the returns contain any adverse remarks regarding the numerical outturn of an officer, he should be demi-officially supplied with a transcript of such remarks, with a view to rectifying the defects in future.

**§12.** Most of the annual statements can be readily compiled from the Statistical Registers, the forms of which are reproduced in Volume II, as Nos. (R) 42 to (R) 48. In the case of others, it is essential that the requisite information should be collected from time to time, so as to be available without delay at the close of the year. In the latter case District Judges should be careful to require the proper officers of their courts, and of the courts subordinate to them, to collect the information at convenient intervals.



## **CHAPTER 36.**

### **ANNUAL AND CONFIDENTIAL REPORTS.**

#### **1. Annual Reports.**

**913.** District Judges shall submit to the High Court, along with the annual returns and statements, a report for the year to which these refer upon the administration of civil justice. Tabular statements in Forms Nos. (S) 22 to (S) 31, Volume II, shall accompany the report, with apposite remarks as to any increase or decrease of business, or the like, shown in each. These tables shall include the figures for all the courts of small causes and the regular civil courts in each district, separate totals being given for each of these classes of courts. District Judges should be careful to avoid treating their annual reports as matters of routine, and are expected to see that the entries in the tables included in them, and those in the corresponding annual statements, agree, as they must do, exactly. The failure to explain discrepancies between figures given in two successive reports, which, in the absence of special reason, ought to be identical, is also a matter which leads to much unnecessary correspondence, and should be avoided.

**914.** (a) No particular form is prescribed for the Annual Administration Report. It is left to the District Judges to put on record the main features in the administration of civil justice of the year under review.

(b) Information regarding the following matters must, however, be included in the order stated below with explanations of important or suggestive variations in the statistics. Matters requiring special attention or suggestions regarding modification of rules should be stated separately:—

(1) Judicial staff of the district during the year under report.

(2) Noticeable rise or fall in the number of suits and cases filed in each class of courts, viz., Munsifs' Courts, Subordinate Judges' Courts and District Judges' Courts, and in individual courts; of suits of any particular description instituted in them; and of appeals filed in the last two classes of courts.

(3) Large or small disposals; and large number of cases pending at the close of the year of suits pending for over a year, of regular appeals pending for more than six months, of miscellaneous appeals pending for more than three months, of execution cases pending for more than six months and of small causes pending for more than three months observable in any courts.

(4) Noticeable increase or decrease of arrears as compared with the previous year.

(5) High or low percentage of appeal and of confirmation of decrees on appeal.



(6) Noticeable increase in the number of cases sent on remand and the courts passing orders of such remand with the names of presiding Judges.

(7) Noticeable fluctuations in the average duration of suits and appeals and in the percentages of appeal and confirmation as compared with the previous year.

(8) Any points in the returns specially noticeable or requiring explanation.

(9) The observance of the rule as to the punctual commencement by the courts of the judicial work of the day at the prescribed hour (*vide*, rule 2).

(10) The result of the examination of the records of cases decided by subordinate judicial officers (*see*, rule 907).

(11) The report may also contain mention of any instance of special and distinguished merit on the part of individual officers, which it may be deemed fit for being brought to the favourable notice of the High Court or of Government.

(12) (a) The date of last inspection of each subordinate court, the name of the officer who inspected, the probable date of next inspection of each such court, the sufficiency of security of court officials, the state of libraries, the maintenance and check of furniture and other stock.

(b) The observance of the provisions of rule 1108 and 1110 (inspection by all judicial officers of the offices of their own Courts).

(13) The observance of the rules regarding the distribution and service of processes (rules 61 to 116), the efficiency of the process-serving establishment, the percentage of personal service, any noticeable rise or fall in the number of processes served, as compared with the previous year and its effect on the strength of the process-serving establishment judged by the standard laid down in rules 997 and 998. (*See*, rule 998.)

**Note 1.**—Under this head should be stated the number of original processes issued to process-servers during the year—(a) in the Court of the District Judge and Subordinate Judges, (b) in the Courts of the Munsifs of the district, and (c) the number of appellate processes in the Court of the District Judge and the Subordinate Judges. Cases of serious misconduct among the process-serving staff and the action taken should be noted.

**Note 2.**—A comparative statement should be given of the figures of each station for the year under report and the previous year showing (a) number of processes served, (b) number of process-serving peons, (c) average number of processes served by each peon, (d) percentage of personal service, (e) average number of days a peon was on duty in mufassil in each month during the year.

(14) The state of the District Record Room which must be ascertained by careful personal enquiry and not from the mere report of the Record-keeper.

**Note.**—Information should be given on such subjects as:—The date of last inspection by the District Judge himself under rule 1112 and the probable date of next inspection. Records properly classified and neatly arranged? Regular entry of particulars in the Index for racks? Records requisitioned promptly despatched? Records destroyed at due dates? etc., etc.

(15) The extent to which effect has been given to the rules regarding the arrangement of the records in the course of the trial.

(16) The mode in which effect is given to the rules relating to the employment of commissioners (Ch. XI) specially in commissions which require knowledge of surveying (rule 315 *et seq.*).

**Note.**—It should be noted whether commissions requiring knowledge of surveying are invariably issued to survey-passed pleaders as required by rule 315 *et seq.* A statement should also be furnished showing (i) the number of survey-passed pleaders in the district, (ii) number of other persons (if any) who are enrolled in the list of commissioners for execution of survey commission, (iii) total number of survey commissions issued during the last three years, (iv) the number of such commissions issued to survey-passed pleaders during the year and the total remuneration paid to them, (v) the number of such commissions issued to other persons during the year and the total remuneration paid to them. Remarks on the manner in which the commissioners have performed this class of work should also be added. (*See also*, rule 317.)

(17) The observance of the rules under the Court-fees Act (*see*, Chapters 26 and 43).

**Note.**—Under this head should be noted in particular the working of rule 685 (boat-hire surcharge), the manner in which the discretion given under the rule (*vide* Note 1 to the rule) is exercised and the total annual realisation and expenditure on account of boat-hire in the year under report and the previous year.

(18) The number of cases reported during the year to the Collector under sec. 58 (4), B. T. Act, and the Judge's observation, if any (rule 371).

(19) The working of the rules regarding pleaders' and mukhtars' clerks (rule 974 *et seq.*).

**Note.**—Information should be given on such subjects as: Register properly maintained and revised annually? Cards renewed at close of year and re-issued promptly? Indiscriminate entry into offices allowed?

(20) Noticeable increase or decrease in the number of applications for information as compared with the previous year.

**Note.**—Numbers to be given separately for each court in the District.

(21) Cases of corrupt practice among the ministerial and process-serving staff which came to the notice of the courts and the punishment awarded to corrupt officials.

(22) The condition of the judicial buildings. Improvements or repairs required? Internal alterations expedient?

(23) The effect of any recent legislation on the working of the courts.

(24) The extent to which the courts have applied the provisions of the Usurious Loans Act, 1918, and the Bengal Money-Lenders Act, 1933.

**Note.**—Information may usefully be given as to the rate of interest generally claimed in the courts and the rate of interest allowed in the case of secured and unsecured debts. The extent of the application of the Acts by the courts *suo motu* should also be noted.

(25) The name of each officer presiding over the District Judge's Additional Judge's, Subordinate Judge's and Munsif's Court or Courts during the year, the period for which he held charge and the total civil (and criminal) work done by him.

**Note.**—In this connection *see also*, rules 353 and 1085.

(c) The length of the report should be curtailed as far as possible by the omission of figures appearing in the annual returns submitted to the High Court.

## 2. Confidential Reports.

**915.** (1) District Judges are required to submit not later than the 15th February of each year a separate confidential report on the work, character, qualifications and official merits of the judicial officers serving under them on the preceding 31st December, in which the work done by each officer is to be analysed and commented upon; only as aids to forming a judgment as to their respective deserts and fitness for promotion. This is not, however, to debar District Judges from making remarks in the Administration Report regarding the special merits of individual officers which it may be deemed fit to notice [*vide*, rule 914 (11)].

(2) Before leaving a district of which he has held charge, a District Judge who has sufficient opportunity of seeing the work of the subordinate judicial officers and is in a position to offer his considered opinion, should place on record in a note book to be handed over to his successor, his opinion on their character and qualifications.

**Note 1.**—District Judges are responsible for submitting such reports on all the subordinate judicial officers who were employed in their districts during the year (i.e., January to December) under review. They are not responsible for reporting on officers who join their districts during the year in which the report is written.

**Note 2.**—In view of the fact that District Judges see but little of a judicial officer's work during his first year in their district, but may see much of it after the judicial officer has left, District Judges need not, in future, submit any confidential report on an officer's work, unless they wish to do so, for his first year's work in their district, but should submit confidential reports for subsequent years and also for the year after the judicial officer has left the district.

**Note 3.**—Where a District Judge on account of his being newly posted to the district or any other reason is not in a position to say anything regarding a particular officer, he should say so in reporting to the High Court and take steps to ensure full reports being submitted in the following year and submit the report or opinion recorded by his predecessor.

**Note 4.**—District Judges are reminded that as a general rule in no case should an officer be kept in total ignorance for any length of time that his superior officers after sufficient experience of his work are dissatisfied with him. In cases where a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious.

**916.** (1) Confidential reports should set out distinctly and tersely sufficient particulars and it is essential that they should be so full as clearly to show special merits or defects so that the High Court may form a definite and correct judgment on the merits of the officer. In the case of a very bad report, it is necessary that the unfavourable traits should be briefly illustrated.

(2) No adverse remark must be made which cannot be supported by precise data, which data are liable, specially in the case of a very bad report or of an officer who had hitherto a good or average record, to be called for by the High Court.

(3) District Judges should form a clear and reasoned estimate of the merits or demerits of the officers under them on proven or known facts and express their views clearly and fully. What is desired is not an opinion at all costs but a considered and definite opinion founded on a real knowledge of the officer and his work, based not merely on appeal cases but on scrutiny of cases and proceedings which do not come

in appeal and on a knowledge of the officer's administrative and general methods and capabilities. The reports should be frank and outspoken.

**Note 1.**—In this connection see also, rule 353.

**Note 2.**—Vague and inconclusive remarks or the use of such vague general expressions as "satisfactory," "bad," or the like are not very helpful and defeat the object with which such report is prescribed. When it is said that an officer is "good" it may be taken to mean that a reporting officer has really no criticism to offer, and that the officer reported on has given satisfaction. But if an officer has any particular good quality worth mentioning, e.g., "energetic" or "sound in judgment" or "tactful," it may be of great advantage that it should be specially mentioned. In reporting unfavourably of an officer, the use of such vague expressions as "bad," "unsatisfactory," or "useless" is distinctly more objectionable. It is essential to know, if possible, wherein the badness consists. The report should state whether the officer is "perverse," "untrustworthy," "lazy," "perfunctory" or whatever the particular characteristic of his work may be; and it is a good thing to illustrate briefly the unfavourable trait.

**Note 3.**—The Government of India have recently drawn attention to the following observations of the Public Services Commission:—"One common defect is the irregularity of reports, i.e., long periods are often barren of any remark. Another is that remarks are often so brief and casual as to convey real little meaning. A third defect is that remarks are often mere off-hand impressions, while a fourth arises out of the fact that strictures are often recorded without any grounds being given. All the above defects, when present collectively, in combination, or singly, serve to rob a personal file of much of its value, and indeed largely to defeat the purpose for which it is supposed to be maintained. In particular it is important that whenever a censure or inappreciative opinion is recorded, some effort should be made by the writer to give the reasons, and as far as possible the facts, on which he bases his view."

(4) The manner in which subordinate judicial officers have managed their offices and discharged their duties when placed in administrative charge of a department, (e.g., the accounts, the record room, the copying or nazarat, etc.) should be specially reported on and any instance of special excellence should be brought to the notice of the High Court. Administrative ability in an officer counts no less than capacity for judicial work and such reports are of the greatest value to the High Court in assessing the merits of a particular officer, and his fitness for confirmation and promotion.

**Note.**—Such reports should invariably state whether the officer exercises effective control over his office and the departments he may be in charge of. It is often simply mentioned that an officer held charge of a department. Such information conveys no real meaning and is of no use.

**917.** Confidential reports should in future be in printed Form No. (M) 8 and should be filled up entirely in the reporting officer's own hand.

**Note:**—For form of confidential reports for submission to the High Court, see Appendix to this Part.

**918.** If the confidential reports on the work and character of subordinate judicial officers contain remediable defects or any adverse remarks regarding an officer which in the opinion of the High Court should be communicated to him for his guidance and correction, a transcript of the remarks will be sent by the Registrar directly to the officer concerned.

**919.** Sessions Judges are required to submit to the High Court on or before the 15th February of each year, a confidential report on the

work as criminal Judges of the Assistant Sessions Judges employed in their districts.

**Note.**—Such reports should be in a narrative form embracing the following points: (a) charge to the jury; (b) detention of witnesses; (c) exposition of the law; (d) average duration of sessions cases; (e) result of appeals, if any; (f) general (*e.g.*, fitness for higher appointment) [S. L. No. 12778-12800A., dated the 3rd July, 1934.]

**920.** District Judges are required to submit on or before the 15th November of each year a confidential report on the work and character of the sheristadars of their Courts and the nazirs at district headquarters and a copy of their yearly landed property statements showing immovable property held, acquired, or disposed of by them in any district including property acquired in the name of their relations and other persons. Their character and reputation should be specially reported on and it should be noted what relations they have in service in all the offices of the district and among legal practitioners.

**Note.**—The landed property statement should be submitted in Form No. (S) 31 with suitable modifications.

### 3. Numerical outturn and quality of work.

**921.** The High Court have observed a tendency on the part of a number of judicial officers to attach undue importance to a large numerical disposal of suits in their courts. The High Court have reason to fear that such officers work solely to make a show in the annual returns under the erroneous belief that the outturn of cases in mere figures is considered as the only test of merit. But the impression that the number of cases disposed of is regarded as a test of merit and ability is altogether mistaken. The quantity of work done, if it is well done, is no doubt a measure of an officer's energy, but a judicial officer's merit and his fitness for promotion are in the main judged by the quality of his work which is of far more importance to the interests of justice than mere quantity. It is not possible to lay down any standard outturn of work for all courts, as much depends on the intricacy or otherwise of the cases disposed of, the state of the file, the nature of the contest and other things. But every officer is required to do a fair share of work and the aim should be quality combined with reasonable despatch.

**Note.**—When an officer's return exhibits an unusually large number of disposals of contested cases, the District Judge should examine some of the records with a view to determine whether he has been picking out only easy cases in disregard of their chronological order, or showing cases as decided after full trial where the contest is unreal or nominal, or doing his work in a slipshod and perfunctory manner.

## APPENDIX.

### Form No. (M) 8.

*Form for submission to the High Court of confidential reports\* regarding  
Munsifs, etc., (rule 917).*

(To be filled up entirely in the reporting officer's own hand.)

1. Name of officer reported on
2. Post held under reporting officer  
with special powers, if any.
3. Total service as—  
Munsif.  
Subordinate Judge.
4. Period under observation of  
reporting officer.
5. Remarks as to quantity of work  
disposed of.

*Note 1.*—The remarks should, if possible, be supported by figures showing the number of cases disposed of, increase or decrease of arrears, etc.

*Note 2.*—In judging of the adequacy or otherwise of the outturn regard should be had to the instructions in rule 911, Vol. I. If the numerical disposal appear to be small, the features, if any, present to explain it should be noted.

6. Remarks as to quality of judicial  
work disposed of and as to  
promptitude of disposal.

*Note 1.*—It should be noted whether the remarks are based on the reporting Judge's own knowledge of the officer's work as the result of hearing a sufficient number of appeals, or on information obtained from other appellate courts (name to be given) or on both.

*Note 2.*—It should be noted whether evidence is recorded properly, the officer has a grasp of facts and knowledge of law and judgments are well reasoned and not unduly long.

*Note 3.*—Percentage of regular and miscellaneous appeals confirmed, modified and reversed should be given separately.

7. Remarks as to administrative  
work and ability.
8. Remarks as to character or reputa-  
tion.
9. General remarks, if any

Station

Dated.....19 ..

District Judge.

\*Attention is invited to rules 915-917, Civil Rules and Orders, Vol. I.



## **PART VIII.—Legal Practitioners.\***

### **CHAPTER 37.**

#### **THE QUALIFICATION, ADMISSION AND CERTIFICATES OF PLEADERS AND MUKHTARS IN COURTS SUBORDINATE TO THE HIGH COURT.**

##### **1. Qualification of Pleadors.**

**922.** (1) On and after the 1st January, 1930, no person shall be admitted as a pleader in the courts subordinate to the High Court, unless he has served as a probationer for a period of one year in conformity with the following rules, is eligible thereunder and has satisfied the requirements thereof:

Provided that a person who has been enrolled as a pleader under any other High Court and has practised as such in courts subordinate to that High Court, for a period of three years, and who desires to be enrolled as a pleader under this High Court, may be exempted from serving as a probationer as required under this sub-rule, on his making an application to this High Court for the purpose. But any such pleader not completing the aforesaid period of practice shall ordinarily be required to serve as a probationer for one year in accordance with these rules.

(2) Any person, who has obtained the degree of Bachelor of Law of one of the Universities of Agra, Allahabad, Bombay, Calcutta, Dacca, Delhi, Lucknow, Madras, Nagpur, Patna, the Punjab, Rangoon, or of the Muslim University of Aligarh or of the Benares Hindu University, or has passed the examination qualifying himself for obtaining such degree, shall be enrolled as a probationer, provided that his application to serve as a probationer be made within one year from the date of his obtaining such degree, or within such further time as the High Court may for special reason allow, and provided that a Bachelor of Law of one of the Universities aforesaid, other than the Calcutta, Dacca and Patna Universities so applying has passed an examination held under the direction of the District Judge in reading, writing and speaking the vernacular of the district in which he intends ordinarily to practise or under the direction of the Chief Judge, Court of Small Causes, Calcutta, in case the applicant desires ordinarily to practise in his Court or in the Courts of the Presidency Magistrates, Calcutta, in reading, writing and speaking the vernacular of the district of the 24-Parganas.

**Nota.**—The period of one year referred to in this rule shall count from the date of the applicant's diploma.

---

\*For fees allowed in respect of an adversary's pleader or mukhtar, see, rule 717 *et seq.*



(3) The application mentioned in the last foregoing rule shall be addressed to the District Judge of the district in which the applicant desires to practise or to the Chief Judge, Court of Small Causes, Calcutta, in case the applicant desires to practise in his Court or in the Courts of the Presidency Magistrates, Calcutta, and it shall specify the pleader with whom and the court in which the applicant desires to serve as a probationer, and shall be accompanied by a certificate from the pleader stating that he is willing to take the applicant as a probationer: Provided that no pleader, who is not a practising pleader of more than five years' standing or is ordinarily practising in the Courts of the Presidency Magistrates, Calcutta, shall be eligible to take a probationer and no pleader shall be permitted to entertain more than one probationer at one time.

**Note.**—Probationers are not permitted to accept any form of outside employment during the period of probationership without the order of the High Court. Every person applying for enrolment as a probationer should state in his application whether he is otherwise employed or not at the time and, if he is, his case should be referred to the High Court for orders, with full particulars regarding the employment. [G. L. No. 13, dated the 13th May, 1933.]

(4) On receipt of the application mentioned in the last foregoing rule, and if it is in order, the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to whom it has been made shall grant the permission applied for, and shall cause the particulars to be entered in a register to be kept in his office.

(5) The applicant shall then, during and for a period of one year, serve as a probationer with the pleader and in the court in respect of whom and which, the said permission has been granted.

(6) During the period of probation aforesaid, the probationer shall work with the pleader in and outside court. Such work shall be limited to acting only, and shall not extend to pleading, and the general nature thereof shall be that of assisting the pleader in his professional work as pleader.

(7) During the period of probation aforesaid, the probationer shall also attend the court regularly and shall notify his attendance therein daily to such officer as the District Judge, in the case of service at the headquarters of a district, or the senior Munsif, in the case of service at the headquarters of a subdivision, or in an outlying munsifi or the Chief Judge, in the case of service in the Court of Small Causes, Calcutta, may appoint for the purpose: It shall be the duty of such officer to note the attendance of the probationer in a register to be kept for the purpose.

(8) The probationer shall ordinarily work with one and the same pleader and in the same district throughout the period of his probation, and the pleader shall ordinarily be one in continuous practice throughout such period. In cases where necessity may arise, the service may be with different pleaders, either in the same district or in a different district or districts, for successive periods, but the total period of probation must in no case be less than a year:

Provided that no such service shall be recognised, unless it has been with the previous permission of the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, obtained in the manner indicated in sub-rules (3) and (4) above:

Provided further that in the case of a change from a pleader in one district to a pleader in a different district, the permission of the High

Court also for such a change has been previously obtained on an application made to it through the Judge of the district in which the probationer is for the time being serving.

**Note.**—If the Judgeship includes more than one executive district, the application is to be sent, through the District Judge in charge of all the districts comprising the Judgeship.

(9) During the period of probation aforesaid, the probationer may be excused absence for a portion or portions thereof, provided the pleader with whom or the court in which the probationer is to serve is satisfied that there is good cause for such absence, and that the training of the probationer will not materially suffer therefrom. In any other case the deficiency will have to be made up by serving for such further period, not longer than the actual period of absence, as may be necessary in the opinion of the pleader or of the court, as the case may be.

(10) A pleader who is permitted to take a probationer will be allowed to charge a fee of Rs. 50 for his remuneration for the training he gives to the probationer, and may refuse to give a certificate of his willingness to take the probationer unless he receives the same in advance. In case, however, of the pleader not being able to retain the probationer for the full period of probation with him, the probationer will be entitled to a refund of an amount in proportion to the uncompleted portion of the service with such pleader.

(11) Every probationer shall, during the whole period of his probation, be exclusively employed by the pleader in his proper business and practice as such.

(12) On completion of the period of probation as aforesaid, the probationer shall file with the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, a certificate in Form A of the schedule from the pleader and a certificate in Form B of the schedule from the Judge of the district or the senior Munsif in the subdivision or in an outlying munsifi or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, and the certificates shall be forwarded by the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to the Registrar of the High Court, Appellate Side, either along with or in continuation of his application for admission as a pleader mentioned in rule 935 *post*; provided that the Judge of the district or the senior Munsif of the subdivision, or outlying munsifi or the Chief Judge, Court of Small Causes, Calcutta, should he entertain a doubt as to whether the probationer has diligently worked as such, may, before giving such certificate, subject the probationer to an examination as regards procedure, and should he not be satisfied as a result of that examination that the probationer has served with diligence, may direct him to continue as a probationer for a further period not exceeding three months.

#### SCHEDULE.

##### Form A.

I, A. B., Pleader, practising in \_\_\_\_\_ certify that X. Y. has duly and faithfully served me as a probationer for the period required by the rules\* and, in my opinion, he is a fit and proper person to be admitted as a pleader in the courts subordinate to the High Court.

Date \_\_\_\_\_

*Signature of the Pleader.*

\*In the case of a probationer who has served more than one pleader, instead of the words "the period required by the rules" the actual period for which the probationer served each of them shall be stated, and a certificate shall be obtained from each of such pleaders.

## Form B.

I, C. D. (District Judge or the senior Munsif of \_\_\_\_\_ or Chief Judge, Court of Small Causes, Calcutta), certify that X. Y. has served as a probationer in the court of \_\_\_\_\_ for the period required by the rules, and his attendance in that court has, on the whole, been regular.

Date \_\_\_\_\_

Signature of the District Judge or the \_\_\_\_\_

No. 764.

Page 370, Rule 923—

For the rule substitute the following:—

“923. The conduct of the examination of candidates for admission as mukhtars in the courts subordinate to the High Court at Calcutta is vested in the Committee of Legal Education as constituted by the Government of West Bengal, notification No. 956J., dated the 20th February, 1950 (published in the *Calcutta Gazette*, dated the 23rd February, 1950, at pages 291-292, Part I) and all references to ‘Committee’ in the rules in this Chapter should be construed as referring to the said Committee.”

[No. 764, dated the 9th June, 1950. File No. 4R—10 of 1949.]

[Annas 2]

courts subordinate to the High Court; that is to say—

(1) any person who shall be qualified to be admitted as a pleader, provided that his application to be admitted as a mukhtar shall be made within one year from the time of his obtaining any degree mentioned in rule 922 above, or within such further time as the court, shall, for any special reason, allow; or

(2) any person who shall within one year produce a certificate from the ‘Committee’ that he has passed an examination in the subjects prescribed from time to time by the High Court for the Mukhtarship Examination.

925. Any person at present enrolled and practising as a mukhtar in the High Court, Appellate Side, may practise, that is, act as a mukhtar in the civil courts subordinate to the High Court, but not in the criminal courts, provided that his functions, powers and duties in such courts shall be restricted to those enumerated in rule 957, *post*.

926. The subjects mentioned in sub-rule (2) of rule 924 shall be as follows. The citation of every Act or Regulation included in the list below is to be understood to mean that Act or Regulation, with all amendments made in it up to the end of the calendar year immediately preceding that in which the examination is held:—

(1) Subjects for the examination—

- (i) Land Laws.
- (ii) The Laws of Civil Procedure.
- (iii) The Laws of Evidence and Limitation.
- (iv) The Law of Crimes.

**(5) Extent and scope of the subjects for examination—****(i) Land Laws shall include—**

- Regulation (Bengal) I of 1793 (Bengal Permanent Settlement).
- Regulation (Bengal) VIII of 1793 (Bengal Decennial Settlement).
- Regulation (Bengal) XIX of 1793 (Bengal Revenue-free Lands Grants).
- Act XI of 1859 (Bengal Land Revenue Sales).
- Regulation (Bengal) VIII of 1819 (Bengal Patni Taluqs).
- Bengal Act VIII of 1865 (Bengal Rent-Recovery Under-tenures).
- Act VIII of 1885 (Bengal Tenancy) except in the case of candidates to practise in Assam who will be required to pass in Regulation I of 1886 (Assam Land and Revenue), and Bengal Act VIII of 1869.

**(ii) The Law of Civil Procedure shall include—**

- The Civil Procedure Code (Act V of 1908).
- The Provincial Insolvency Act (Act V of 1920).
- The Court-fees Act (Act VII of 1870 omitting the schedules).
- The Stamp Act (Act II of 1899 omitting the schedule).
- The Bengal Civil Courts Act (Act XII of 1867).
- The Legal Practitioners Act (Act XVIII of 1879).

**(iii) The Laws of Evidence and Limitation shall include—**

- The Indian Evidence Act (Act I of 1872).
- The Indian Limitation Act (Act IX of 1908 omitting the schedule).
- The Indian Registration Act (Act XVI of 1908).
- The Indian Majority Act (Act IX of 1875).

**(iv) The Law of Crimes shall include—**

- The Indian Penal Code (Act XLV of 1860).
- The Code of Criminal Procedure (Act V of 1899).

**927.** In order to qualify a person to present himself for the examination required by these rules for mukhtars:—

(1) He must hold a certificate of having passed the Entrance or Matriculation Examination of one of the Universities of Calcutta, Madras, Bombay, the Punjab, Allahabad or Patna or the High Madrasa Examination of the Board of Intermediate and Secondary Education, Dacca, or the High School Examination of the Board of Intermediate and Secondary Education, Dacca.

(2) He must produce a satisfactory certificate of good moral character and be above the age of twenty years.

**(6) Examination.**

**928.** Every candidate for examination for mukhtarship shall, on or before the 15th November or first open day thereafter in each year, apply to the 'Committee for leave to present himself at the ensuing examination, and, before he be admitted to such examination, he shall establish to their satisfaction that he possesses the qualifications prescribed for such candidates, and has complied with the provisions of the following rule.

**929.** Such application is not to be transmitted to the 'Committee direct, but it is to be filed on or before the said 15th day of November or first open day thereafter in the Court of the District Judge within

whose jurisdiction the candidate resides, or is employed (Calcutta for this purpose being taken to be within the district of the 24-Parganas), accompanied with the documents in *original* referred to in clauses (1) and (2) of rule 927, together with the receipt of the officer in charge of a Government Treasury for the fee required previous to examination by rule 934.

**Note.**—An application for leave to appear at an examination for mukhtarship should be regarded as made to a court in its administrative capacity, and should not be held liable to stamp duty. Such applications should, therefore, be received on plain paper.

**930.** The District Judge shall thereupon satisfy himself of the sufficiency of the certificates of character presented by all mukhtarship candidates, and shall satisfy himself as to the identity of such candidates, and shall, on or before the 1st December, transmit to the Committee<sup>1</sup> all such applications with the documents accompanying, together with a list of such applications and annexures and with his opinion in each case as to the sufficiency of the testimonials produced and any other information he may think it needful in any case to communicate.

**931.** The 'Examiners shall, on receipt of the applications from the District Judge, take the case of each candidate, with the report of the District Judge, into their consideration, and shall determine whether or not the candidate is possessed of the necessary qualifications. If the candidate is found qualified the 'Committee shall cause his name, the name of his father, his age and place of residence, and other needful particulars to be entered in a register of persons permitted to appear at the examination.

**932.** (1) An extract from the register shall be forwarded to the District Judge with a declaration that the candidate is permitted to appear at the next ensuing examination at....., for delivery to him. The District Judge shall cause a notice of his having received such extracts to be stuck up in his court-house and shall deliver them to the candidates on application.

(2) The District Judge, in carrying out this rule and rules 929 and 930, shall conform to such instructions as he may receive from the Committee<sup>1</sup> through their Chairman or Secretary.

**933.** Every candidate for examination shall produce to the Committee<sup>1</sup> the extract from the register when he presents himself for examination.

### (C) Fees for Examination.

**934.** (1) The fees payable by candidates for the Mukhtarship Examination shall be Rs. 20 previous to examination.

(2) If in any case, a candidate for mukhtarship after having paid the fee required to be paid before examination, and having been found duly qualified and permitted to appear at any examination, is prevented from appearing, one-half of the fee paid by him will be refunded on a written application. If such a candidate apply in writing to the Committee within one month from the date of such examination to be allowed to appear at the next examination, his application shall be allowed on his paying one-half of the fee.

---

<sup>1</sup>See, rule 923.

(3) Should a mukhtarship candidate be refused admission to the examination, the fee paid by him will be refunded on a written application accompanied by a certificate from the Secretary to the Committee to that effect.

### 3. Admission to practice of legal practitioners.

**935.** Any person who shall have qualified under these rules, and who shall desire to be admitted to practice, shall pay into the Government Treasury of the district in which he shall intend ordinarily to practise or the Imperial Bank of India, Calcutta, in case he shall intend ordinarily to practise in the Court of Small Causes, Calcutta, or the Courts of the Presidency Magistrates, Calcutta, the fee prescribed by rule 946; and shall, on presentation of the certificate of the Committee or of his diploma or a provisional certificate showing that he has passed the examination qualifying himself for obtaining the diploma, or licence, of the receipt for the said fee, and of a stamp paper of the necessary value of his first certificate of practice, be entitled to apply to the High Court for admission, stating in what classes of courts he desires to practise, with reference to Schedule 1 and Schedule 2 of Act XVIII of 1879:

Provided that a person who desires to be admitted as a pleader, may apply as aforesaid to the High Court for such admission not earlier than two months before the date on which the period of his probation is due to be completed.

**Note.**—An application under the Legal Practitioners Act, 1879, for admission as a pleader or mukhtar of the subordinate courts, or for renewal of a certificate, or for enrolment, being made to a court in its administrative capacity does not fall within the provisions of the Court-fees Act, 1870, and is not liable to any stamp duty. All such applications will be received by District Judges or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, on plain paper, and where necessary forwarded to the High Court in accordance with these rules.

**936.** The application, together with the certificate or diploma or provisional certificate, the receipt, and the stamp paper required by rule 935 shall be presented to the Judge of the district in which the applicant intends ordinarily to practise or to the Chief Judge, Court of Small Causes, Calcutta, if he desires ordinarily to practise in his Court or the Courts of the Presidency Magistrates, Calcutta; and shall be forwarded by the District Judge or the Chief Judge, as the case may be, to the Registrar of the High Court, Appellate Side, with such remarks as he may think fit to make thereon.

**Note 1.**—The form of the letter from the District Judge forwarding the application is given in Volume II, Form No. (M) 14. The same form shall be used by the Chief Judge with suitable modifications.

**Note 2.**—Except in a case where a person applies for enrolment as a pleader under the High Court after practising as such under any other High Court or when a person applies for enrolment through the Judge of the district other than that in which he has served his probationship, no identification of the applicant for enrolment is necessary and therefore paragraph 3 of the form No. (M) 14 is not required to be filled in. [G. L. No. 38 of 14th December, 1932.]

**937.** The name of the applicant and his place of abode, together with his father's name and place of abode, shall be affixed in some conspicuous place in the court-house of the District Judge or the Chief Judge to whom the application is sent, and also in the High Court, at least six weeks before the applicant is admitted to practice.

Provided that an applicant for admission as a pleader shall not be admitted to practice as such until the receipt of the certificates prescribed by sub-rule (12) of rule 922.

938. Applications under the proviso to rule 935 for enrolment as pleaders from probationers who have served as such for a period of ten months shall be forwarded to the High Court without being accompanied by any certificates in Forms A and B, but the fact that the applicants have complied with the proviso should invariably be verified by the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be. The certificates in the prescribed Forms A and B should be forwarded to the High Court in accordance with sub-rule (12) of rule 922 only after the applicants have completed the probationary period for one year.

939. The High Court may call for evidence of the respectability of the applicant in any case in which it may be deemed necessary.

940. A vakil, or attorney of a High Court other than the Calcutta High Court, is not entitled to practise as such in the Provinces of Bengal and Assam, unless he ordinarily practises in the court on the roll of which he is entered, or some court subordinate thereto. (See secs. 4 and 5 of Act XVIII of 1879.)

#### 4. Certificates and their Renewal.

941. Upon the applicant being admitted by the High Court, the Registrar of the High Court shall cause his name to be entered in the proper register, and shall grant him a certificate as required by section 7 of the Legal Practitioners Act (XVIII of 1879), authorising him to practise up to the end of the current year in the courts, and, in the case of a pleader, also in the revenue offices, specified therein.

**Note.**—Pleaders holding certificates under clause (e) of Schedule II of the Legal Practitioners Act, 1879, are entitled to practise before Munsifs when exercising Small Cause Court powers, and lower grade pleaders who formerly practised in the Provincial Small Cause Courts constituted under Act XI of 1865 or Act IX of 1887, may be allowed to practise before Subordinate Judges when exercising Small Cause Court powers; but for this purpose they must hold a certificate under clause (d) of the Schedule.

942. The certificate shall bear the number assigned to it in the register, and shall be signed by the Registrar and forwarded to the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to be delivered to the applicant.

943. Every application by a pleader or mukhtar for the renewal of his certificate under section 7 of the Legal Practitioners' Act, 1879, must be made through the Judge presiding over the court in which he ordinarily practises, and unless the High Court otherwise orders shall be made not later than 15th November. The pleader or mukhtar, unless he has been ordinarily practising in the court of the District Judge or the Chief Judge, Court of Small Causes, Calcutta, or other officer authorised to renew certificates, shall with his application file a certificate of character from the Judge presiding in the court in which the

applicant ordinarily practises. The Munsif, Subordinate Judge, or Judge of a Small Cause Court may forward the application for a renewed certificate to the District Judge.

**Note 1.**—See Note to rule 935.

**Note 2.**—The Chief Presidency Magistrate, Calcutta, is authorised under sec. 7 of the Legal Practitioners Act, 1879, to renew the certificates of practice of pleaders and mukhtars at the time ordinarily practising in the jurisdiction of any of the Presidency Magistrates' Courts in Calcutta. (Notification, dated the 1st February, 1900.)

**944.** Certificates may be renewed under sec. 7 of the Legal Practitioners Act (XVIII of 1879), by the Judge of the District Court or the Chief Judge, Court of Small Causes, Calcutta, or other officer authorised to renew certificates whether the value of the stamped paper on which the renewed certificate is to be issued (as prescribed by the second schedule of the Act) is the same as, or different from, the value of that on which the certificate in force of the particular pleader or mukhtar was issued.

**945.** The renewed certificate shall state the fact and date of its renewal and shall specify the classes of courts and offices in which the applicant shall be authorised to practise regard being had to Schedule II of Act XVII of 1879.

**Note 1.**—In granting renewed certificates under clause (c), Schedule II, Part I, of the Legal Practitioners' Act, XVIII of 1879, the words "except the Calcutta Small Cause Court" should be inserted at the end of paragraph 2 of the certificates in the case of pleaders who are not graduates in law of one of the Universities mentioned in rule 922 (2) ante.

**Note 2.**—No mukhtar enrolled on and from the first day of April, 1925, shall

**No. 716.**

**No. 765.**

**Page 375, Rule 947A (as introduced by slip No. 716 and amended by slip No. 753)—**

(i) Substitute the words "any subsequent year" for the word and figures "1948 or 1949";

(ii) Substitute "1950" for "1949" in lines 13 and 16; and

(iii) Substitute "1950" for "1949" in line 1 of the Note below the Rule.

(No. 765, dated the 9th June, 1950. File No. 1M—235 of 1947.)

tained by the Chief Judge, as the case may be. Any such application must be accompanied by the applicant's renewed certificate for 1947 or, in the event of his certificate having been renewed for 1948 by a competent authority under the East Bengal High Court, the renewed certificate for 1948, and a stamp paper of proper value for the renewal of his certificate for 1948.

Subject to the provisions of this rule being complied with, the District Judge of the Chief Judge, Court of Small Causes, Calcutta, as the case may be, is authorised to renew the certificate of the applicant for 1948, after satisfying himself by such enquiries as he may think fit, as to the applicant's identity and previous good conduct.

**Explanation.**—'Identity' can be established if the applicant is identified by a local legal practitioner or any respectable person. As regards 'previous good conduct', an affidavit or a certificate of character from a respectable person or from a legal practitioner, preferably of the court wherein the applicant last practised, may be demanded.

**Note.**—This rule shall remain in force up to the 31st December, 1948. (No. 716, dated the 26th August, 1948.) (File No. 1M—235 of 1947.)



## 5. Penalties.

948. (1) If any person having obtained the degree entitling him to be enrolled as a probationer in accordance with rule 922, or the certificate entitling him to be admitted and enrolled as a mukhtar, shall fail to apply for such enrolment as a probationer or as a mukhtar, as the case may be, for a period of one year from the date of his diploma or certificate, he shall not be enrolled unless, by special order of the High Court, the time for such application be extended.

(2) A person who shall fail to apply for admission and enrolment as a pleader within one year from the date of completion of the probationary period prescribed by rule 922, shall not be entitled to apply for such admission and enrolment unless with the special leave of the High Court.

949. If any person having been admitted and enrolled as a pleader or mukhtar shall neglect to take out a certificate, or having obtained a certificate, shall fail to renew it for a period of three years, he shall be suspended and shall not be entitled to receive a certificate, or to have his certificate renewed, without further orders of the High Court and shall be required to produce satisfactory testimonials to his character during the interval.

**Note 1.**—When a pleader who has not been suspended from practice applies for the renewal of his certificate after the expiry of the year for which it was last renewed, he should state in his affidavit explaining the delay in applying for renewal that he has not practised in any court since the expiry of the period for which his certificate was last renewed. District Judges in submitting such applications should report whether the applicants during the time they were practising rendered themselves liable to fine or penalty under the Legal Practitioners Act, 1879.

**Note 2.**—Attention is invited to the fact that such an affidavit should be executed on an impressed non-judicial stamp (of Rs. 2 in Bengal and Re. 1 in Assam) under Art. 4, Sch. I, of the Indian Stamp Act. [G. L. No. 16 of 5th June, 1933.]

## Rule No. 20 (Civil) of 1938.

In Rule 951, Chapter 37, page 376 of the Court's Civil Rules and Orders, Volume I—

(a) *substitute*—

- (1) the word "accepts" *for* the words "intends to accept" in line 4;
- (2) the word "engages" *for* the word "engage" in line 5;
- (3) the words "within one month of" *for* the words "prior to" in line 6, and

(b) *omit* the words "of his intention" from line 9.

By order of the High Court,

R. F. LODGE,

*Registrar.*

while holding such appointment or so engaged, or may make such other order or orders as may seem fit.

**Note.**—The intimation provided for by this rule shall be given by mukhtars, if any, practising in the Court of the Presidency Magistrate through the Chief Presidency Magistrate, Calcutta.

**952.** Any person, who having obtained leave or having been required to suspend practice under the last preceding rule, desires, on relinquishing his appointment or ceasing to be engaged as aforesaid, to be readmitted to practice, shall apply through the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, to the High Court for permission, and shall furnish with his application such evidence as the District Judge or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, shall require of good conduct and character during the period of his suspension.

**953.** Any wilful violation of rules 950 and 951 shall render the pleader or mukhtar concerned liable to a fine which shall not in any case be less than Rs. 50 and may also render him liable, in addition, to suspension or dismissal.

**Note.**—This rule shall also apply to such cases of infringement of rules 950 and 951 as they stood prior to the publication of these rules in the local official gazette, as may have been or may hereafter be brought to the notice of this Court.



## CHAPTER 38.

### ANNUAL RENEWAL OF LEGAL PRACTITIONERS' CERTIFICATES, AND RETURNS OF THE SAME.

**954.** All pleaders' and mukhtars' certificates, whether taken out for the first time or renewed, shall be issued by District Judges or the Chief Judge, Court of Small Causes, Calcutta, as the case may be, as from the 1st January of the year in which they are taken out. District Judges and the Chief Judge shall submit, during the first week of February in the following year, a return of the certificates renewed by them for the current calendar year, as well as the names of those pleaders and mukhtars who had not renewed their certificates up to the date of report, and who are not therefore entitled to practise. A list containing the names of these last-mentioned persons shall be posted in the court-house, with an intimation that they are liable to penalties if found practising without having renewed their certificates. If any pleader or mukhtar, whose name appears in the list, shall subsequently take out a certificate during the year, his name shall be reported to the High Court.

**Note 1.**—The form of the annual return prescribed by this rule is given in Volume II, Form No. (S) 33.

**Note 2.**—The renewing officer shall check the entry in column 5 of the register in Form No. (R) 35 with the value of the stamp paper on which the certificate is renewed and then put his initial in column 6. If for want of time he is unable to check the entries in column 5, he is authorised to delegate his duty to the sheristadar or head clerk or both. In that case the checking officer will after scrutiny certify that he has found the entries and the stamps to be correct and the renewing officer will then put his initial on the strength of the certificate. [G. L. No. 20 of 2nd May, 1932, and No. 28 of 25th June, 1932.]

**955.** Separate returns should be submitted of (1) pleaders, and (2) mukhtars, and the first part of each return should show, in order of seniority, the names and particulars of those who have renewed their certificates, and the latter part, the names and particulars of those who have not done so.

**956.** (1) District Judges will inform the District Magistrate of the names of any pleaders and mukhtars who may enrol themselves in their courts, or may renew their certificates.

(2) Similarly, the Chief Judge, Court of Small Causes, Calcutta, will inform the Chief Presidency Magistrate, Calcutta, of the names of pleaders who may enrol themselves in his court or, whose certificates may be renewed by him.



## CHAPTER 39.

### RULES REGARDING THE FUNCTIONS, ETC., OF MUKHTARS FRAMED UNDER SEC. 11 OF ACT XVIII OF 1879.

**957.** The following are the functions, powers, and duties of mukhtars practising in the subordinate courts:—

(1) To take instructions from his client and communicate with him.	
(2) To appoint and instruct advocates, vakils, pleaders, or attorneys; and to attend the court during the trial of the client's case.	
(3) To inspect* and take copies of records.	
(4) To present a plaint (including any documents that may be attached to it), and receive it back if it be rejected or returned.	Civil Procedure Code, sec. 26; Or. 4, r. 1. Or. 6, r. 17; Or. 7, rr. 10 and 14.
(5) To draw, and annex to the plaint, a memorandum of the documents which are attached to it; and present plain copies of the plaint or concise statements, as the case may be, and enter a list of documents to be relied upon by the plaintiff as evidence.	Or. 7, rr. 9 and 14.
(6) To produce documents for his client, and receive them back again if they be rejected or returned.	Ors. 5, r. 7; Or. 7, r. 17; Or. 11, r. 14; and Or. 13, rr. 1, 4, 6 and 9.
(7) To tender a written statement, and receive it back again if it be rejected or returned.	Or. 8, rr. 1 and 9; and see also Or. 6, rr. 16 and 17.
(8) To apply for and receive process, and communicate with the serving officer or the Small Cause Court, as the case may be, with a view to the service of the same.	Sec. 27; Ors. 5, rr. 21 and 22; Or. 9, rr. 4 and 6.
(9) To file interrogatories for delivery through the court	Or. 11, rr. 1, 2 and 4.
(10) To file affidavits .. .. .	Or. 11, rr. 12 and 13.
(11) To file notices for service through the court and accept such notices on behalf of his client.	Or. 11, r. 17.
(12) To apply for an order of inspection, and inspect books, documents, etc., on behalf of his client.	Or. 11, r. 18.
(13) To apply to the court to send for a record ..	Or. 13, r. 10.
(14) To apply for summonses to witnesses .. ..	Or. 16, r. 1.
(15) To apply for an adjournment .. .. .	Or. 17, r. 1.

\*See rule 959 of this Chapter. Attention is drawn to the fact that if any extract from a record is required it must be obtained through the copying department in the usual way (rule 548.)

(16) To apply for execution, and for that purpose to file a tabular statement, inventory, or description of property.	Sec. 50; Or. 21, rr. 10, 11, 12 and 13; and Or. 45, r. 15.
(17) To apply for leave to bid on behalf of a decree-holder	Or. 21, r. 72.
(18) To apply for the discharge from the civil prison of the judgment-debtor.	Sec. 58.
(19) To apply to place the name of the representative of a deceased party on the record.	Or. 22, rr. 3 and 4.
(20) To apply to withdraw or adjust a suit (on producing a special power so to do).	Or. 23, r. 1 and 3.
(21) To apply for a commission to examine witnesses, for a local investigation, to examine accounts, or to make a partition.	Or. 26, rr. 2, 9, 11 and 13.
(22) To apply to dispauper a suitor <i>in forma pauperis</i> ..	Or. 33, r. 9.
(23) To apply for an arrest before judgment .. ..	Or. 38, r. 1.
(24) To apply for an attachment before judgment ..	Or. 38, r. 5.
(25) To apply for an injunction .. .. .	Or. 39, rr. 1 and 2.
(26) To file an agreement or case stated under Or. 36, rr. 1 and 2, of the C. P. Code (on producing a special power so to do).	Or. 36, rr. 1, 2 and 3.
(27) To file a memorandum of appeal or a cross-objection, duly signed and certified by a pleader, and receive it back again if it be rejected or returned.	Or. 41, rr. 1, 3 and 22.
(28) To pay money into, or deposit money in, court, and receive and give receipts for payment of money out of court.	Or. 16, rr. 2 and 4; Or. 21, rr. 1, 39, 84 and 85; Or. 24, rr. 1 and 4; and Or. 45, r. 7.
(29) To apply for an order of reference to arbitration (on producing a special power so to do).	Schedule II, para. 1.
(30) To apply to file an award made, or special case stated by arbitrators appointed in a suit in court (when empowered by the arbitrators so to do).	Schedule II, paras. 10 and 11.
(31) To apply to have an award remitted to the arbitrators or set aside (on producing a special power so to do).	Schedule II, para. 16.
(32) To apply to file an agreement in writing that any matter in difference between two or more persons shall be referred to arbitration (on producing a special power so to do).	Schedule II, para. 17.
(33) To apply to file an award made without the intervention of the court (on producing a special power so to do).	Schedule II, para. 20.
(34) To file applications by judgment-debtors to set aside sale on deposit of decretal amount and penalty.	Or. 21, r. 89, and sec. 174 of the Bengal Tenancy Act.
(35) To deposit rent, under sec. 61 of the Bengal Tenancy Act (VIII of 1885).	

- (36) To apply to establish a right to measure land, under sec. 91 of the Bengal Tenancy Act (VIII of 1885).
- (37) To apply to have lands measured under sec. 103 of the Bengal Tenancy Act (VIII of 1885).
- (38) To apply for execution and sale under the Bengal Tenancy Act (VIII of 1885).
- (39) To apply for foreclosure, or to deposit money under Bengal Regulation I of 1798, or Bengal Regulation XVII of 1806.
- (40) To apply for a certificate or for the revocation of a certificate, under Act VIII of 1890, or under Part X of Act XXXIX of 1925, if unopposed.
- (41) To apply for probate or letters of administration, if unopposed.
- (42) To file an application on behalf of a person applying to be declared insolvent.

Sec. 12 of the Provincial  
Insolvency Act, V of  
1920.

*Note 1.*—When any document (of whatever nature) is required by law to be signed or verified, or both signed and verified, it is incumbent upon the mukhtar to see that the same is properly signed or verified, or signed and verified before filing or presenting the same: and where any application is required to be made upon affidavit, or affirmation, or verified statement, it is not to be entertained unless so made.

*Note 2.*—When a plaint or a written statement is presented or tendered by a mukhtar (see clauses 4 and 7), an endorsement shall be made thereupon by the officer of the court receiving the same in the following terms:—

“ Presented by A. B. Mukhtar.”

The endorsement shall be signed by such officer and by mukhtar.

**958.** A mukhtar shall not be allowed to address the court except for the purpose of stating the nature and effect of his application, or, without the leave of the court, specially given, to offer any legal argument or examine witnesses.

**959.** A mukhtar shall be allowed reasonable access to the record in any pending case in which he is concerned, for the purposes of his employment in that particular case; but the examination of records by mukhtars shall be allowed only on office days and during such office hours as the presiding Judge may prescribe.

*Note.*—For condition governing such examination, see rules 488 to 490.

**960.** Every mukhtar who has acted for a suitor in any appeal or matter shall be bound to furnish to his client, within 15 days after the decree or order of the court has been signed, an account in the form hereto annexed, and in a language which the client understands, showing all receipts and disbursements which have passed through his hands in the cause; and to such account shall be annexed a receipt signed by the advocate, yakil or pleader for all fees paid to him.



*A. B., in account with C. D., Mukhtar of Subordinate Court of.....*

Cr.		Dr.	
19	Rs. a. p.	19	Rs. a. p.
<i>1st January.</i>		<i>January.</i>	
To money advanced		To paid for ( <i>here state particulars</i> ).	
		To my fee for ( <i>here state the particular acts he has done in the matter</i> ).	
		To fee paid to E. F., advocate, vakil, or pleader for, etc., etc.	

**961.** The following are the functions, powers and duties of mukhtars of the High Court practising in civil courts subordinate to the High Court, subject to the instructions of their client:—

<p>To communicate with his client.</p> <p>To instruct advocates, vakils, pleaders, or attorneys during the trial of the client's case.</p> <p>To make such applications as can be made to an officer of the court, but not to the court itself, provided that he shall not be entitled to apply to inspect records.</p> <p>To pay money into, or deposit money in, court and, where specially empowered by his mukhtarnama, to receive and give receipts for payment of money out of court.</p> <p>To deposit security when required under Or. 41, r. 10, C. P. Code.</p> <p>To apply for copies of any paper from the record of any case and receive them after paying fees.</p> <p>To identify persons before the court officers.</p> <p>To communicate with the court officers for information regarding any case.</p>	<p>Or. 16, rr. 2 and 4; Or. 21, rr. 1, 39, 84 and 85; Or. 24, rr. 1 and 4, and Or. 41, r. 10 of C. P. Code.</p>
---	---

**962.** The instructions contained in rule 960 shall also apply to mukhtars of the High Court practising in civil courts subordinate to the High Court.

## CHAPTER 40.

### RULES REGARDING VAKALATNAMAS AND MUKHTARNAMAS.

**963.** Vakalatnamas and mukhtarnamas, whether executed by principals or their attorneys and agents and mukhtarnamas under the authority of which vakalatnamas are executed, shall not be required to be verified on oath. The responsibility in regard to all such documents being properly and correctly executed shall rest entirely with the legal practitioners concerned. This rule does not apply to cases in which only mukhtars or agents not duly certificated under any law, for the time being in force are employed. In all such cases the mukhtarnamas shall be verified on oath.

**Note.**—This exception does not affect the practice in criminal courts. (C. O. No. 19 of 11th May, 1878.)

**964.** Advocates and vakils practising in the High Court shall note on their vakalatnamas the names of the mukhtars or other persons from whom the vakalatnamas are received.

**965.** The appointment of a mukhtar in addition to a pleader cannot be authorised on the vakalatnama appointing the latter, but only on a separate document drawn as a mukhtarnama and *vice versa*.

**966.** No advocate, vakil or pleader without accepting in writing a vakalatnama (and filing it if it be not already filed) shall act in any case.

**967.** No advocate, vakil or pleader shall plead in any case unless he has (a) been engaged for that purpose by another advocate, vakil or pleader duly appointed to act for the party or (b) filed a memorandum of appearance under Or. 3, r. 4, C. P. Code [substituted by section 2 of the C. P. Code (second amendment), Act XXII of 1926.]

**968.** When the party cannot sign his or her name, the vakalatnama or mukhtarnama must be endorsed as follows:—

I, A.B., do hereby appoint C.D., advocate/vakil/pleader/mukhtar, to act for me in the abovenamed cause, in token whereof, I have affixed my left thumb impression in the presence of E. F.

X. (*left thumb impression*).

and I, E.F., do hereby attest the above thumb impression as having been affixed in my presence by A.B., who is known to me.

X. (*signature*).

**Note 1.**—Finger impressions should be taken with printer's ink.

**Note 2.**—The attester should be a person other than the person who writes the endorsement.

**969.** (1) All judicial officers will publicly impress upon advocates, pleaders and mukhtars a sense of their responsibility to the courts in which they practise in the matter of accepting vakalatnamas or mukhtarnamas, as the case may be, from parties themselves, or from persons professing to be authorised by special or general powers-of-attorney to act on behalf of other persons.

(2) The courts accept vakalatnamas and mukhtarnamas on the responsibility of the legal practitioners filing them. An advocate, vakil or a pleader accepting a vakalatnama or a mukhtar accepting a mukhtarnama purporting to be executed by his client in person is bound to satisfy himself as best as he can that it was so executed. When it purports to be executed by a third party, on behalf of his client, he is bound to ascertain that such person has been duly empowered by the client to appoint an advocate, vakil, pleader or mukhtar, as the case may be, and has himself executed the document.

(3) No advocate, vakil or pleader shall receive a vakalatnama and no mukhtar shall receive a mukhtarnama from any person other than the party himself or his recognised agent within the meaning of the C. P. Code (Or. 3, r. 2), or a person duly authorised by power-of-attorney to act in his behalf, or his servant, relation or friend or an advocate or vakil or pleader or mukhtar specially authorised in writing in that behalf.

**Note 1.**—The authority should be in the following form:—

I, A. B., do hereby authorise C. D., my relation/servant/pleader, etc., to deliver the accompanying vakalatnama/mukhtarnama to E. F., my duly appointed advocate/vakil/pleader/mukhtar in the abovenamed cause.

**X. (Signature or thumb impression).**

**Note 2.**—The authority may be endorsed on the vakalatnama or mukhtarnama itself.

(4) No advocate, vakil, pleader or mukhtar shall receive a vakalatnama and no mukhtar shall receive a mukhtarnama from a person who is unable to sign his or her name, unless it bears an endorsement in the form prescribed by rule 968 above.

(5) Where there are more parties than one and they desire to appear by separate vakalatnamas or mukhtarnamas, the vakalatnama or mukhtarnama of one may be received from any other similarly authorised, but if they desire to appear by one and the same vakalatnama or mukhtarnama, it may be received from any one of them or from a person duly authorised by any one of them without special authority from the others.

(6) Every advocate, vakil or pleader filing a vakalatnama and every mukhtar filing a mukhtarnama shall endorse on the back of it with his own hand the following particulars:—

- (i) the date of acceptance,
- (ii) the name of the person from whom it is received, and
- (iii) if such person is neither the client himself nor an advocate, vakil, pleader or mukhtar, the precise nature of the authority of that person with date of the authority.

**Note 1.**—Bench clerks and other officers who are authorised to receive vakalatnamas or mukhtarnamas must in every case satisfy themselves that the endorsements are properly made and contain all the particulars required by this rule.

The name of the person from whom the document is received must always be given and it is not enough to describe him as plaintiff or defendant. This applies also to each case of subsequent acceptance under sub-rule (7).

**Note 2.**—Subsequent acceptance of a vakalatnama or mukhtarnama already filed shall also be endorsed with the same particulars under the three heads (i), (ii) and (iii) [vide sub-rule (7)].

(7) A vakalatnama or mukhtarnama, which has been filed in court may subsequently with the permission of the presiding Judge, be accepted by an advocate, vakil, pleader or mukhtar, as the case may be, whose name appeared in it at the time when it was first filed; in the case of such subsequent acceptance the endorsement shall contain the same particulars as are required in the case of the first acceptance under sub-rule (6) above.

**Note 1.**—A pleader's registered clerk cannot transfer a vakalatnama to any pleader.

**Note 2.**—The several provisions of rule 969 apply to attorneys practising in the subordinate courts.

**970.** A party who has retained an advocate, vakil, or pleader to appear and act for him and appointed him by execution of a vakalatnama cannot be heard in person, unless he first withdraws the vakalatnama and determines the appointment in the manner laid down in Or. 3, r. 4, C. P. Code.

**971.** (1) If no fresh vakalatnama is filed in execution cases, the party applying for execution must make a verified statement that the advocate, vakil or pleader filing the application for execution is the duly authorised advocate, vakil or pleader who acted for him in the original suit.

(2) As the powers conferred on an advocate, vakil or pleader cease on the enforcement of the decree, —that is on payment of the money (if money be decreed) into court—an advocate, vakil or pleader in a suit cannot receive without any special power, sums realised in execution of the decree in such suit. The taking of the money out of court is a subsequent and separate transaction and no advocate, vakil or pleader shall be allowed to receive or withdraw the same unless—

- (a) the vakalatnama under which he acted on behalf of his client in the suit or in the execution proceedings (where a fresh vakalatnama has been filed) contains a special clause enabling him to do so, or
- (b) there is a separate instrument distinctly conferring on him the authority to do so, or
- (c) the decree-holder has in his application for execution made a verified statement that a special power to receive money realised in execution had been conferred on the advocate, vakil or pleader who acted for him in the suit concerned and also a prayer that the money should on realisation be paid to the said advocate, vakil or pleader acting on his behalf under such power.



## CHAPTER 41.

### DRESS.

**972.** Advocates and Vakils of the High Court shall when appearing in the Subordinate Courts, wear the same gown as in the High Court.

**973.** The following distinctive dress shall be worn by legal practitioners of the subordinate courts when appearing in court:—

(1) *By Pleaders.*—(a) A black or white *chapkan*, *achkan* or buttoned-up long coat with trousers to match and a black alpaca gown of the cut and shape of a B.A. gown; or

(b) If European dress is worn, then a black coat with dark or white trousers and a black or dark coloured plain tie and the gown.

**Note 1.**—“White” in sub-rule (1) (a) comprises any plain dull colour like whitish, pale cream, natural, tussore, etc.

**Note 2.**—(a) The wearing of the gown is compulsory.

(b) The privilege extends to all pleaders authorised to practise under section 7 of the Legal Practitioners’ Act, 1879 [General Letter No. 4 of 29th April, 1915].

**Note 3.**—Pleaders who desire to wear out their existing green gowns may be permitted to appear in them so long as they are fit to be worn.

**Note 4.**—Pleaders have the option of wearing or not wearing their gowns when appearing before Magistrates or other executive officers discharging civil and revenue duties, who are not themselves required to wear gowns.

(2) *By Mukhtars.*—The same dress as that of pleaders in sub-rule (1) (a) and (b) but without the gown and with a black or white *choga* or a white *chaddar* crossed at the breast when wearing the *chapkan* or *achkan* in sub-rule (1) (a).

**Note 5.**—The wearing of a head dress, a turban or a *jugree* for pleaders and a *shamla* for mukhtars, when appearing in Indian dress, is optional.



## CHAPTER 42.

### PLEADERS AND MUKHTARS' REGISTERED CLERKS.\*

**974.** The expression "Registered Clerk" means a clerk who is employed by a pleader or mukhtar in connection with his legal business and who is registered under these rules.

**975.** A registered clerk shall for the purpose of performing the ministerial part of the work of his employer's office have access to any court in which the latter is authorised to practise and to such of its ministerial officers as may in that behalf be designated by the presiding Judge of such court.

**Note 1.**—"Access" means approach to; it does not authorise a registered clerk to go inside the office of any court. *See also*, rule 1034.

**Note 2.**—No person employed by a pleader or mukhtar other than a registered clerk shall be allowed access to any of the courts of the district or to have any dealing with the ministerial officers attached thereto.

**Note 3.**—A registered clerk desiring to have access to any ministerial officer shall on demand produce his card.

**976.** Not more than one clerk at a time in the case of a mukhtar, and not more than two clerks in the case of a pleader shall ordinarily be registered.

#### Circular Order No. 4 (Civil) of 1933.

to  
Sub  
of  
be  
pre  
case  
cou  
one  
be  
dire

After the words "the District Judge" in line 3 of Rule 977, Chapter 42, page 391, Civil Rules and Orders, Volume I, insert the following "or if so authorised by him in this behalf, any Judicial Officer at Sadar".

By order of the High Court,

R. F. LODGE,

Registrar.

#### Memo. Nos. 1948-1971R.O.

made to the registering authority by the pleader or mukhtar desiring to employ him. It shall be accompanied by a statement of the clerk proposed to be employed that he is willing to be taken in as a registered clerk of the legal practitioner concerned and that he will employ himself exclusively in the service of his master for the purpose of his *bona fide* legal business.

**Note:**—Every person who desires to be registered as a clerk shall be required to write before the registering officer or any person appointed by him for the purpose and no person whose handwriting is illegible or bad will be registered as a recognised clerk.

\*In exercising the powers mentioned in rules 977 and 981 the subordinate civil and criminal courts shall be subject to the general control of the District Judge and the District Magistrate, respectively.



(2) Such application shall be on plain paper and shall contain—

- (i) A certificate from the pleader or mukhtar that the person proposed is to the best of his belief fit to be so employed and will be employed *bona fide* in his own service and for the purpose of his legal business;
- (ii) the name or names of other registered clerks, if any, under him;
- (iii) a statement declaring that he has no unregistered clerk and undertaking not to employ any such clerk during the year.

**Note 1.**—No clerk who previously worked under a pleader or mukhtar practising at any station will be registered for service under a different pleader or mukhtar unless he files a certificate of good conduct from his previous employer.

**Note 2.**—When issuing cards care should be taken to see that the clerks have a sufficient knowledge of both English and vernacular and are fully conversant with the duties they have to perform.

(3) The registering authority on receiving the application may—

- (i) dispose of it at once when the person proposed is known to him;  
or
- (ii) refer it to the Bar Association or the Mukhtars' Association, as the case may be, for their opinion; or
- (iii) make such other enquiry as he thinks necessary.

(4) When the registering authority is of opinion that the person proposed is a fit and proper person to be employed as a registered clerk he shall enter his name in the Register of Clerks [Form No. (R) 36] and issue to him a card in Form No. (M) 35. These cards shall be strictly non-transferable and shall be returned at the close of each year when clerks must be re-registered.

(5) Each registering officer shall at the beginning of the year send a copy of his register and of all subsequent additions and alterations therein immediately after they are made to the other registering authority, if any, at the same station for information and for incorporation in his register.

**979.** Every application by a pleader or mukhtar for the annual renewal of his clerk's registration card must be made to the registering authority not later than 15th November in the manner prescribed in rule 978 and the several provisions of that rule shall apply to each case of annual re-registration.

**980.** If an application for renewal of registration card be made after the prescribed date, it shall be accompanied by an affidavit by the clerk explaining the delay in applying for renewal and when such application is made after the expiry of the period for which it was last granted, it should be further stated in the affidavit that he has not since then worked as the clerk of any pleader or mukhtar in any court.

**981.** Any registering authority in the case of a clerk registered by him may for reasons to be recorded in writing and after hearing the clerk in his defence, order his suspension or removal from the register and the cancellation of his card, if he is guilty of any misconduct such as to unfit him for the exercise of his duties, or convicted of any offence

involving moral turpitude. Every order of removal shall be communicated to the other registering authorities of the district.

**Note.**—Proceedings taken against clerks under this sub-rule are administrative and not judicial proceedings.

**982.** No person whose name has been struck off the register shall be recommended for registration by any pleader or mukhtar at the same or any other station.

**983.** No person registered as the clerk of one pleader or mukhtar shall do business in the courts or offices thereof on behalf of any other pleader or mukhtar except in the case of illness or absence on leave of any registered clerk, when the presiding Judge of the court may on the written requisition of the pleader or mukhtar under whom the clerk is engaged permit the registered clerk of another pleader or mukhtar to discharge the absentee's duties for a period not exceeding fifteen days.

**984.** No clerk registered as the clerk of a particular pleader or mukhtar shall, except in the absence of his employer, pass or hand over to another pleader or mukhtar any paper written by him to be filed in a case unless such paper also bears his employer's signature.

**985.** The rules regarding registration of pleaders' clerks shall also apply to the clerks of vakils and advocates ordinarily practising in subordinate courts.

**986.** The courts shall allow the registered clerks of lawyers practising before them—

(1) to present applications signed by their masters, for—

(a) copies or information.

(b) supply of forms,

(c) return of documents,

(d) repayment of deposits,

(e) inspection,

(f) all applications of a routine nature,

(2) to take delivery of copies or information,

(3) to tender money,

(4) to identify persons verifying affidavits before the sheristadar,

(5) to take notes from cause lists, books of information, etc., regarding dates of hearing, processes and process-fees due, etc., etc.

**987.** Clerks will not be allowed to inspect or handle records.

Omit the Appendix.

(No. 766, dated the 9th June, 1950. File No. 4R—10 of 1949.) 1955.]  
1949.)

IN EXERCISE OF THE power conferred by section 51 of the Legal Practitioners Act, 1879 (XVIII of 1879), and in supersession of all previous notifications and resolutions on the subject, the Governor in Council is pleased to make the following regulations for conducting the examination of candidates for admission as mukhtars in the mufassal courts subordinate to the High Court of Judicature at Fort William in Bengal:—

#### Regulations.

1. The conduct of the examination is vested in the Committee of Legal Education (hereinafter referred to as the Committee) consisting of—

- (a) four Judges of the High Court to be nominated by the Chief Justice;
- (b) the Advocate-General, Bengal;
- (c) the Legal Remembrancers to the Governments of Bengal and Assam;
- (d) the Senior Government Pleader in the High Court; and
- (e) The Registrar, High Court (Appellate Side).

The senior Judge of the High Court on the Committee will act as Chairman.

2. The Committee for the purpose of these regulations shall be assisted by a paid Secretary, to be appointed by the Committee in consultation with Government.

3. Government will, from time to time, on the recommendation of the Committee, appoint Examiners in Law. Examiners shall ordinarily be selected from among gentlemen practising as advocates or vakils in the High Court, but the Committee may at its discretion recommend any other person whom it considers to be duly qualified.

4. The examination of candidates shall be held on such dates within the month of February or March in each year as shall be appointed and duly notified by the Committee.

5. The examination shall be held at Calcutta, Gauhati and Sylhet.

6. The examination shall be conducted in English, by written questions.

7. The questions shall be prepared by the Examiners and shall be so framed as to test the knowledge of the candidates in the subjects mentioned in the rules passed by the High Court for the qualification, admission, and enrolment of mukhtars in mufassal courts, and they shall be so drawn that a candidate may be able to pass by studying the regulations, enactments, and text-books therein specified.

8. The number of marks to which each candidate shall be entitled for his answers to the questions shall be determined by the Examiners, subject to the control of the Committee.

9. No candidate will be allowed to take into the examination room any books, private memoranda or paper of any description, and any one detected in doing so will not be permitted to undergo examination. Any candidate found to be using unfair means while undergoing examination may be summarily ejected from the examination room, and refused admittance for the remaining portion of the examination.

All cases in which candidates use or attempt to use any unfair means in connection with the examination, or in which any person assists or attempts to assist any candidate by unfair means, shall be reported to the Committee. The Committee shall have the power to pass any order which it may consider to be proper, including forfeiture of all benefit from any part of the examination already undergone, forfeiture of fees paid and prohibition from appearance at the remaining portion of the examination, or at all or any future examinations.

10. When the examination shall have been concluded, the Committee shall submit to Government the names of those candidates who have passed, together with a report of their proceedings.

11. The names of the successful candidates shall be published in the (1) *Calcutta Gazette* and (2) *Assam Gazette* and certificates under the signatures of the Chairman and Secretary of the Committee, shall be forwarded for distribution to the successful candidates by the Judges of their respective districts.

12. Government will, from time to time in consultation with the Committee, determine the amounts of the fees to be paid by candidates, and the emoluments to be received by the Secretary and the Examiners, and similar matters. On all points in which the interests of Government are affected, the Committee shall consult Government.

13.<sup>4</sup> The Committee will from time to time determine the number of papers to be set, the number of questions to be comprised in each, the marks to be allotted to each paper, the marks required for a pass, and similar matters:

Provided that the amount of the fees to be paid by candidates under Rule 12, and the matters determined by the Committee specified in Rule 13, shall be set out in the notification to be published under Rule 4.

14. The examination of candidates for mukhtarship held at Gauhati and Sylhet will be conducted, under the orders of the Committee of Legal Education, by a Superintendent, to be appointed by the Government of Assam. Such Superintendent may be a judicial officer, or other officer of Government who may be available for the duty, provided that, as a general rule, District Judges and Subordinate Judges should not be so employed. The Superintendent will receive no fee.



## **PART IX.—Establishment, Libraries, Office Rules, Administrative Work, &c., &c., and Annual Inspections.**

### **CHAPTER 43.**

#### **ESTABLISHMENT.**

##### **1. Process-serving peons.\***

**988.** There shall be a joint process-serving establishment for all courts at the same station under the direct control of the nazir, who will be responsible to the various courts for proper service and execution of processes made over to him for the purpose. A register of process-serving peons shall be maintained at each station in Form No. (R)16, Volume II.

**989.** A monthly salary of Rs. 16—1-5—20 shall be allowed to peons employed in the service or execution of processes of the civil courts in Bengal. A compensatory allowance of Rs. 2 per mensem shall also be allowed to peons at Calcutta, Howrah (Sadar), Darjeeling and the 24-Parganas (Sadar).

**Note.**—The rule came into force with effect from 1st July 1932; it does not apply to men employed as process-serving peons before that date.

**990.** The following monthly salaries shall be allowed to peons employed in the service or execution of processes of the civil courts in Assam:—

In plains districts—Rs. 13—1-3—16—1-5—18 per mensem.

In hill districts except the Khasi and Jaintia Hills—Rs. 15—1-3—18—1-5—20 per mensem.

In the Khasi and Jaintia Hills—Rs. 18—1-5—22 per mensem.

**991.** A conduct register of peons with a sufficient number of pages for each shall be maintained in every nazarat and all cases of irregularity, failure of duty or misconduct on the part of a peon should be noted therein with details of action taken.

**Note.**—Punishment of every kind awarded to peons should be noted in the service book with particulars of the offence.

**992.** No peon should be retained or appointed for the service of the processes who cannot read and write efficiently, or who is not capable of fully and intelligently carrying out the duties of a process-server.

---

\*The rules in this chapter regarding remuneration of peons, number of peons, etc., have been made under sections 20 (iii) and 22 of the Court Fees Act.

The nazir at each station shall keep a register of candidates for filling up leave and permanent vacancies. These candidates will be enrolled whenever necessary under orders of the Judge in charge of nazarat and their number shall not exceed 10 per cent. of the total strength of permanent peons employed at any station.

**994.** The Judge in charge shall as occasions require hold examinations in reading, writing and of a knowledge of the rules regarding service and execution of processes. Persons passing the test shall be placed on the enrolled list.

**Note 1.**—Orderlies, office peons and night-watchmen will be eligible as process-servers, provided they possess the required qualification and pass the test.

**Note 2.**—Candidates found to be unfit and undesirable should be struck off the enrolled list.

**Note 3.**—The permanent appointment of peons lies with the District Judge.

**No. 767.**

**Pages 398-401, Rule 997 (slip No. 735)—**

- (i) *Delete* the words "Darjeeling and" in line 7 of clause (1);
- (ii) *Delete* the words "the district of Darjeeling and in" *after* the opening word "In" and *before* the words "Alipur Duars" in line 1 of clause (2);
- (iii) *Insert* the following entry in Table I below the entries under "West Dinajpur":—

*Darjeeling.*

"Darjeeling (throughout the district).....450"; and

(iv) *Cancel* the following entry in Table II:—

"Darjeeling (throughout the district).....450".

(No. 767, dated the 9th June, 1950. File No. 1M—202 of 1947.)

HIGH COURT,  
CALCUTTA;

R. P. MUKHERJEE,

The 9th June, 1950.

Registrar, Appellate Side.

<i>Bankura.</i>				<i>Burdwan.</i>			
Sadar	..	..	750	Sadar	..	..	700
Bishnupur	..	..	750	Asansol	..	..	750
Khatra	..	..	800	Kalna	..	..	900
				Katwa	..	..	900

"The standard laid down in this table is still under consideration and so long as the date from which the proposed standard is to come into force is not communicated to the courts, the existing standard (in the 1918 edition of the Civil Rules and Orders) shall be followed."

*Chittagong.*

Sadar	..	700
Cox's Bazar	..	600
Fatikohari	..	700
North Raojan	..	700
Patiya	..	650
Satkania	..	650
South Raojan	..	650

*Dacca.*

Sadar	..	750
Manikganj	..	750
Munshiganj	..	650
Narayanganj	..	750

*Dinajpur.*

Sadar	..	900
Balurghat	..	900
Raiganj	..	900
Thakurgaon	..	850

*Jalpaiguri.*

Jalpaiguri (except Alipur Duars).	850
-----------------------------------	-----

*Faridpur.*

Sadar	..	750
Bhanga	..	750
Chikandi	..	700
Goaland	..	750
Gopalganj	..	700
Madaripur	..	700

*Hooghly.*

Sadar	..	700
Serampore	..	800
Arambagh	..	650

*Howrah.*

Sadar	..	800
Uluberia	..	750
Amta	..	800

*Jessore.*

Sadar	..	750
Bongaon	..	800
Jhenidah	..	800
Magura	..	800
Narail	..	750

*Khulna.*

Sadar	..	700
Bagerhat	..	700
Satkhira	..	700

*Midnapore.*

Sadar	..	800
Contai	..	800
Danton	..	850
Garbeta	..	900
Ghatal	..	750
Jhargram	..	850
Tamluk	..	800

*Murshidabad.*

Sadar	..	900
Jangipur	..	900
Kandi	..	900
Lalbagh	..	900

*Mymensingh.*

Sadar	..	650
Bajitpur	..	650
Iswarganj	..	700
Jamalpur	..	700
Kishoreganj	..	700
Netrokona	..	700
Sherpur	..	650
Tangail	..	650

*Nadia.*

Krishnagar (Sadar)	..	800
Chuadanga	..	900
Kushtia	..	850
Meherpur	..	900
Ranaghat	..	850



<i>Noakhali.</i>				<i>Rangpur.</i>			
Sadar	..	..	700	Sadar	..	..	800
Feni	..	..	650	Gaibandha	..	..	750
Hatiya	..	..	650	Kurigram	..	..	750
Lakhimpur	..	..	650	Nilphamari	..	..	800
Sandwip	..	..	700				
				<i>Sylhet.</i>			
				Sadar	..	..	700
				Habiganj	..	..	700
Sadar	..	..	800	Karimganj	..	..	700
Sirajganj	..	..	800	Maulvibazar	..	..	700
				Sunamganj	..	..	500
				<i>Tippera.</i>			
Bogra	..	..	800	Comilla (Sadar)	..	..	800
				Brahmanberia	..	..	800
				Chandpur	..	..	800
				Nabinagar	..	..	800
<i>Rajshahi.</i>				<i>24-Parganas.</i>			
Sadar	..	..	700	Alipore (Sadar)	..	..	750
Naogaon	..	..	900	Baraset	..	..	750
Natore	..	..	900	Baruipur	..	..	750
				Basirhat	..	..	750
				Diamond Harbour	..	..	750
<i>Mulda.</i>				Sealdah—			
Sadar	..	..	850	S. C. Court	..	..	600
Nawabganj	..	..	850	Munsifi	..	..	750

Table II.

Darjeeling	(throughout the district)	..	450
Alipur Duars in the district of Jalpaiguri	..	..	450
Cachar	(throughout the district)	..	550
Darrang	}		
Goalpara			
Kamrup			
Lakhimpur		(ditto)	.. 400
Nowgong			
Sibsagar			

**Note 1.**—For the purpose of this rule all copies of a process of the same description in one and the same case (whether it be a summons, warrant, notice, etc.), served in one village or town by a process-server at one and the same visit, shall be reckoned as one original process; while copies served in the same village or town on separate visits, or in different villages or towns, shall be reckoned as so many original processes as the number of different villages or towns on separate visits to the same village or town. Thus where five copies of a process in

one and the same case are served on five different persons in the same village in one visit by a process-server, this will be reckoned as a service of one original process; while where they are served in the same village on five separate visits, or in five different villages, this will be reckoned as a service of five original processes.

**Note 2.**—Three processes will be counted for each emergent process.

**Note 3.**—Each day on which a peon is occupied in keeping custody of attached movable property, standing crops or of a person under arrest, in attending on commissioners deputed to deliver possession or in taking records, letters, etc., from one station to another, should be reckoned as service of three original processes.

The number of peons to be employed shall be determined every year for each station with due regard to the average number of original processes issued during the immediately preceding three years based on the standard of process-serving laid down in sub-rule (2) of rule 997 and the areas to be served by the nazarat and any other special circumstances affecting the number of processes which one officer may fairly be expected to serve in a given time. A yearly report of the calculation thus made shall be sent to the High Court so that it may be seen whether the peon personnel represents the actual requirement based on the standard of process-serving laid down in rule 997, sub-rule (2).

**999.** In order to ensure that processes are fairly distributed among process-servers and that a fair average of successful work is attained by each process-server, a statement in Form No. (R) 18 shall be prepared by the nazir and placed before the Judge in charge of the nazarat at the close of each month for scrutiny. A copy of the statement with the remarks of the Judge in charge and the disciplinary action taken in the case of offending peons shall then be forwarded to the District Judge who will compare the work done by each process-server in the several courts in his jurisdiction and see whether the rules regarding distribution and service of processes are being strictly observed, and whether proper disciplinary action has been taken against delinquent process-servers.

**1000.** Every nazir shall, at the end of each month, place before the Judge in charge a statement of the number of processes, calculated as in rule 997 and the notes thereto which may have been executed by the process-servers within the month; and such statement shall show the number declared by each court as emergent. A copy of the statement shall also be sent to the District Judge.

**1001.** The District Judge may authorise the appointment of such total number of peons for the whole district as may suffice for the execution of all the processes issued for service within it and from time to time apportion such peons among different stations as may appear necessary according to the number of original processes to be served.

**1002.** The number of peons at the district headquarters or at any outlying court, shall be reduced whenever the average number of processes for each man falls short of the prescribed minimum by more than ten *per centum*; provided that, if sufficient cause appears for lowering the minimum, the District Judge may report the matter for the orders of the High Court. It is likewise competent to the District Judge to authorise an increase in the number of peons when the number of processes increases by the same percentage.

**1003.** Subject to an appeal to the District Judge, the judicial officer in charge of the nazarat, whether at headquarters or in the outlying stations, is empowered to censure, to withhold promotion from, to reduce to a lower post and to suspend the process-servers of the court (Government of Bengal Notification No. 1790-J., dated the 16th February 1929, and the Government of Assam Notification No. 1708 G.J., dated the 27th March 1929).

## 2. Ministerial Officers.

**1004.** (1) A service book in the prescribed form should be opened for every non-gazetted Government servant at his own cost on his holding a substantive post on a permanent establishment for the first time. It should be kept in the custody of the head of the office in which he is serving and transferred with him from office to office. It is the duty of the head of the office to see that all entries are duly made and attested.

(2) It is the duty of every Government servant to see that his service book is properly maintained and that all corrections are properly attested.

(3) Personal certificates of character must not be entered in a service book.

(4) All orders regarding reduction, dismissal, suspension, fine, etc., should be noted in the service book with a brief statement of the reason and it is the duty of the head of the office to see that these entries are made with regularity.

(5) The service books in each office should be taken up for verification in January of every year by the head of the office, who after satisfying himself that the services of the Government servant concerned are correctly recorded in each service book, should record in it a certificate in the form prescribed in Subsidiary Rule 247 of the Fundamental Rule 74.

(6) The leave account maintained for every non-gazetted Government servant should be revised annually and kept up-to-date.

**1005.** (1) Before leaving a station on transfer or on long leave every Additional Judge, or Subordinate Judge or Munsif is required to send a confidential report to the District Judge regarding the character and work of each of the ministerial officers employed in his office and in the department placed in his charge. Such report should also be sent when a ministerial officer is transferred to another court or office after working long enough in his court or in a department under him to enable the judicial officer to form a clear opinion of his merits and demerits.

(2) Relevant extracts from the report should be entered in a character roll to be kept in the District Judge's office with a sufficient number of pages for each ministerial officer employed in the district.

(3) The District Judge should similarly record in the above book or in a separate character roll kept for the purpose, his opinion regarding the work and character of the ministerial officers employed in his own office.

**1006.** (1) A ministerial officer whose tenure of the office either of District Judge's sheristadar or of nazir at district headquarters, or of both those posts in succession, whether continuous or not, totals five years, becomes on completion of such period compulsorily transferable to another district, under the orders, and by the direction of the High Court.

(2) A ministerial officer (whether continuously or not) who has completed three years as District Judge's sheristadar or as nazir at district headquarters or in both those posts in succession and who was previous thereto holding any other post or posts at the sadar station for two years or more, also becomes eligible for transfer, if the High Court consider it desirable.

(3) The High Court reserves to itself the right to transfer any such ministerial officer at any time, before the completion of the tenure of office laid down in sub-rules (1) and (2) of this rule, whenever a review of the case of any such officer shows that in the interests of the service his transfer is desirable before the prescribed period.

**1007.** (1) The District Judge should from time to time consider the question of transferring the ministerial officers of one station to another station in the district whenever they have been in the same station or in the same post for an unduly long period.

(2) If it is found desirable to transfer a ministerial officer from a station but there is no corresponding post of the same grade in any other station within the district, the matter should be reported to the High Court, so that his transfer to another district may be arranged.

**Note.**—For the purpose of this rule any period exceeding five years should be considered an unduly long period.

**1008.** (1) No ministerial officer holding a responsible position and dealing with accounts and money is to be allowed to hold his appointment uninterruptedly for an indefinite period. After holding it for not more than five years, he must be transferred to another appointment in the same or another office or department.

(2) This rule applies to nazirs, accountants and cashiers of all courts as well as to sheristadars and mohurrirs of Munsif's courts when they are employed in keeping accounts, there being no separate accountant.

**Note 1.**—The taking of leave for a period of not less than six months at a time after holding such post for five years continuously may be deemed as interruption provided an independent officer acts in the post and the presiding Judge is satisfied that no exception could be taken to the conduct of the officer on leave during the term he held the office. Reappointment to the same post should however be avoided as far as possible.

**Note 2.**—The transfer under the rule may be to a post under another court in the same or a different station, or to a post under the same court unconnected with the keeping of accounts or cash.

**Note 3.**—This rule does not generally apply to assistant accountants or naib-nazir, who only assist the accountant or cashier, but such officers are liable to be transferred under rule 1007.

**1009.** It is undesirable that a ministerial officer should hold the same post in the same department or office for an unduly long period. Head clerks, Bench clerks, Execution clerks and others who have to come in frequent contact with the public should be moved by the presiding Judge of the court to which they are attached from one post to another within his office or in a department under him at such intervals as efficiency or the interest of public service demands. Periodical interchange of posts between ministerial officers also conduces to better

administration inasmuch as every one of them becomes acquainted with the duties of all kinds of appointments in the establishment.

**1010.** In making future appointments to the ministerial staff, candidates otherwise fit who are proved by a test to know both shorthand and typewriting should always receive preference and those who are similarly found to know typewriting only should, if otherwise fit, receive preference over candidates who know neither.

**1011.** (1) Judicial officers should see that the rules in the Board's Miscellaneous Rules relating to securities of officers are followed *mutatis mutandis* in the case of ministerial officers of civil courts who are required to furnish security.

**Note.**—Rule 112 of the Board's Miscellaneous Rules applies generally to officers who handle money and provides a scale of security varying with the amount of money handled, whereas rule 126 applies to certain named officers who do not ordinarily handle money but have to handle valuable documents. The accountant and other record clerks in civil courts come under the latter category and are required to furnish the security prescribed in rule 126.

(2) Whenever it is found that the amount in the hands of an officer handling money is frequently in excess of the amount of his security, steps should be taken to ensure that his security is promptly raised to the proper figure.

**Note.**—The power to reduce the security in exceptional cases is vested in the local Government alone and the District Judge has not been empowered to exercise the function.

(3) Attention is invited to rule 113 of the Board's Miscellaneous Rules which requires that no process-serving peon should be appointed who cannot give a security bond of Rs. 50 (executed by some person of known respectability and solvency) for his good and honest conduct.

**Note.**—One process-serving peon cannot stand security for another peon.

**1012.** The attention of judicial officers is drawn to the following rule (rule No. 563) of the Board of Revenue, Bengal, 1910:—

“Promissory notes and savings bank deposits lodged as security shall not be returned until after six months from the date of vacation of office, but security bonds should be retained permanently, or until it is certain that there is no necessity for keeping them any longer.”

**Note.**—The Assam rule (rule 531, section V of the Assam Executive Manual) which is identical further provides as follows:—

“In no case may a security bond be destroyed except under the written orders of the Deputy Commissioner or the District Judge as the case may be;

### **3. Rules prescribed by the High Court of Judicature at Fort William in Bengal under section 9 of the Civil Courts Act, 1887, for the appointment of ministerial officers in the subordinate civil courts of Bengal.**

[The following rules are subject to the provisions of the Civil Courts Act, 1887 (XII of 1887), and the Fundamental and Subsidiary Rules and any other rules framed in this behalf under the Government of India Act.]

**1013.** (1) *Number of probationers admissible.*—Probationers may be appointed up to a number not exceeding 10 per cent. of the number

of employees, that percentage being calculated on the total of the ministerial establishment of the district, and not on the strength of each outlying station or department of the office. These probationers are intended primarily to fill leave vacancies in the Lower Division. When a probationer is acting in a leave vacancy in the permanent establishment or is employed in a temporary appointment or is absent from office for any reason, his place may not be filled up temporarily by appointing a temporary or acting probationer or by any other expedient.

(2) *Selection of probationers.*—Probationers must be selected by the District Judge personally and a candidate for a vacancy in the list of probationers must fulfil the following conditions:—

- (a) He must have passed the Matriculation Examination.
- (b) He must not be over 22 years of age.
- (c) He must produce a certificate of good moral character from the school in which he has last been educated, or from some respectable householder to whom he is well known in private life and who is himself known to a respectable officer of Government, the last fact being certified by the counter-signature of the officer in question.

**Note 1.**—In selecting probationers, candidates otherwise fit who are proved by a test to know both shorthand and typewriting and who write a good hand and are proficient in correct spelling and figure-work should always receive preference and those who are similarly found to know typewriting only, should, if otherwise fit, receive preference over candidates who know neither.

**Note 2.**—The District Judge shall interview personally as many as possible of such of the candidates as appear to be suitable on a perusal of their applications before making his final selection.

(3) District Judges should take particular care to recruit probationers from the Muhammadan community and the scheduled castes in sufficient numbers in accordance with the principles laid down in paragraph 55 of the Board's Miscellaneous Rules, 1918, Chapter IV, and Government of Bengal, Appointment Department (Memorandum No. 3540-3554A., dated the 28th April, 1931), respectively.

(4) *Relationship to other ministerial officers.*—Every candidate for appointment, whether by examination or otherwise, must state his relationship, if any, to any of the ministerial officers in all the offices of the district. Any incorrect or incomplete statement will render him liable to summary dismissal. Relationship to ministerial officers does not disqualify a candidate, but there must be no concealment of the truth.

(5) *Period of probation.*—The period of probation should be limited ordinarily to two years, though a probationer of proved incapacity should be removed as soon as possible. If on completing two years' service a probationer is not definitely accepted as qualified for permanent appointment in the Lower Division he should be at once removed. But if he has already held acting appointments and given satisfaction therein, and if it is his misfortune rather than his fault that he has not been permanently appointed, the District Judge may exercise his discretion to retain him longer.

(6) *Conditions and prospects of probationers' service.*—(i) Probationers are liable to summary removal for incompetency or misconduct, without the formal proceedings requisite in the case of officers holding paid appointments.

(ii) Probationers at offices not at the headquarters of a district will be appointed from the headquarters, and no probationer in such an office will be permitted to act in a paid appointment without the sanction of the District Judge. Probationers are employed for the district as a whole and are liable to serve in any department and in any outlying stations in which their services may be required.

(iii) Probationers have the first claim to officiating vacancies in the Lower Division in the permanent establishment of the district to which they are attached, and in the absence of strong reasons (*e.g.*, maintenance of proper communal representation in the office, reward for specially meritorious service, etc.), which must be recorded by the District Judge they should be appointed in order of seniority to fill permanent vacancies in the Lower Division.

In exceptional circumstances and with the sanction of the Local Government, the District Judge may fill any permanent vacancy by appointing an outsider or a man employed in any other Government office.

(7) *Appointment of ministerial officers.*—The appointment of ministerial officers is in the power of the District Judge. A District Judge's choice in appointing ministerial officers is not limited to his own district.

(8) *Relationship of applicants for employment to any Government officers.*—Applicants for employment, as ministerial officers, in the offices of civil courts should state in their applications whether they are related to any persons already in the service of Government, and if so, specify the name of such persons and the nature of the employment held by each of them.

(9) *Upper and Lower Divisions of ministerial establishment.*—Ministerial establishments comprise Upper and Lower Divisions. The Upper Division consists of specific posts for which special salaries have been fixed, and the Lower Division contains appointments on graded pay which is independent of the posts occupied. Appointments in the Upper Division are to be made with regard to special fitness for the post, and unless other considerations are equal, seniority is not to be regarded in filling them. Appointment and promotion in the Lower Division depend upon seniority subject to approved service. In the matter of appointment and promotion the district staff is to be treated as a whole and care must be taken that the staff at outlying stations shall receive equal consideration with that at headquarters. District Judges are not at liberty to interchange the salaries attached to particular appointments in the Upper Division, but they are authorised to distribute the grades of the Lower Division among the different branches of their own and outlying stations in such manner as may from time to time be found convenient.

(10) *Filling up vacancies.*—District Judges will observe the following rules in filling up vacancies in the district staff:—

(a) In the case of a permanent vacancy in the Lower Division which the District Judge desires to fill by promotion in accordance with seniority, the resultant vacancies being similarly filled, and a probationer being appointed to fill the last vacancy created, the District Judge is not required to advertise the vacancy in his office. He will, however, record his reasons

if any ministerial officer is passed over for promotion in strict accordance with seniority, and if the senior probationer is not appointed to the last vacancy.

(b) In the case of a permanent vacancy in the Upper Division, and of a permanent vacancy in the Lower Division in which the District Judge contemplates introducing an outsider, a notice of the vacancy shall be suspended in a prominent place in the district and outlying stations and a date, not less than 15 days after the issue of the notice, shall be fixed for filling up the vacancy.

(c) On the date fixed for filling up the vacancy, the District Judge shall examine all the applications and shall record a proceeding stating that he has done so, and giving his reasons for the selection ultimately made.

(11) *Instructions for proper advertisement for securing suitable Muhammadan candidates and candidates from the scheduled castes.*—When there is a vacancy in a permanent or temporary appointment which it is intended to fill by appointing an outsider or when there is a vacancy in the list of probationers, and it is necessary to select a Muhammadan or member of the scheduled castes in order to maintain the prescribed standard of such employment, and a qualified Muhammadan or member of scheduled castes is not otherwise forthcoming, the vacancy shall be advertised (a) by suspending a notice of the vacancy in a prominent place in the district and outlying stations 15 days before the date fixed for filling up the appointment, (b) by enquiry from a recognised Muhammadan or Scheduled Castes Association, and (c) by sending a notice of the vacancy to the Assistant Director of Public Instruction for Muhammadan Education or other officer selected by Government in case of the scheduled castes, in the form given below:—

Name of office.	Appoint-ment.	Nature of vacancy, i.e., permanent or temporary.	Pay of the appoint-ment.	Qualifica-tion required.	To whom applica-tions are to be sent.	Remarks e.g., preference will be given to Muham-madan and scheduled castes candidates.





## CHAPTER 44.

### LIBRARIES.

**1014.** In each office an official, to be nominated by the presiding Judge in writing, shall be placed in charge of the library. He will be primarily responsible for the custody and preservation of the books therein; but this will not relieve the presiding Judge from the general responsibility devolving on him as the head of the office.

It shall be the duty of the librarian—

- (1) to stamp the seal of the Court on the title page and several leaves of each book;
- (2) to affix on the lower portion of the back of every book received a label with a number corresponding to a number in the catalogue;
- (3) to keep a classified and indexed catalogue of all books in the prescribed form and to prepare a new catalogue every five years;
- (4) to check the catalogue with the books at the commencement of each year and to submit a report to the presiding Judge;
- (5) to issue books from the library in accordance with rule 1017 and to see that no books are issued otherwise.

**1015.** Books shall be classified in the catalogue and arranged in the library in the manner following:—

- (i) Regulations and Acts.
- (ii) Special Acts (when printed separately).
- (iii) Commentaries on Acts, Text books or General treatises.
- (iv) Law Digests and Index of Cases.
- (v) Departmental Codes, Guides, Manuals and Circulars.
- (vi) Law Reports (all kinds).
- (vii) Periodicals.
- (viii) Administration Reports (India, Bengal, other Provinces, Miscellaneous departments).
- (ix) Dictionaries, Glossaries, Lists, Directories.
- (x) Miscellaneous.

**Note.**—Where the library is small, classification should be according to subject and the books arranged in the shelves accordingly.

**1016.** (1) Correct catalogues of stout paper must be kept of the books in the library in the following form in manuscript. The binding of a catalogue should be limp, unless its size is such as requires stronger

binding. The name of the author, the edition and the year of publication should be noted against each book:—

Group No.

Title of Group.

Serial number in group.	Title of book.	Date of receipt.	No. of volumes.	No. of copies in Library.	Aimrah or rack No.	Shelf number.	Remarks.
1	2	3	4	5	6	7	8

(2) When a new catalogue is made, there should be a certificate by the officer in charge of the library that all the books in the previous catalogue have been carried to the new catalogue. The presiding Judge will initial it after satisfying himself about its correctness.

**1017.** (1) When any officer requires a book from the library, he shall send a receipt for it on a slip of paper, which shall be returned when the book is returned to the library.

(2) The librarian shall enter in a register to be kept in the following form for that purpose:—

- (a) the serial number;
- (b) the name and number of each book removed from the library on that day and not returned before the close of the day;
- (c) the date when it was removed;
- (d) the name of the person to whom issued;
- (e) the borrower's initial with date;
- (f) the date of return and the librarian's initial;
- (g) the date of each reminder; and
- (h) remarks.

(3) When the signature of the receiving officer cannot be conveniently obtained, the requisition slip-receipt which is also necessary in the case of the Judge to whose office the library is attached, should be filed in chronological order, serially numbered and the serial number entered in column 5 of the above register.

**1018.** Every reasonable facility should be afforded to the other Judicial officers to consult the books in the District Judge's library.

**1019.** As a court cannot be reasonably expected to function efficiently when it lacks an essential part of its equipment, every endeavour should be made to provide each court with a minimum library containing up-to-date editions of annotated Acts and text books which are

constantly required for use in court and for this purpose the annual budget allotment for book-purchase should be evenly distributed between the several courts in a district after spending what is required for the District Judge's library.

**1020.** Every ministerial officer upon receiving charge of an office to which a library is attached, is to satisfy himself that the books are complete and in good condition, and that the catalogue and lists are duly kept up-to-date. Unless he then reports deficiencies, it will be assumed that he received the library in good order, and he will be thenceforward personally responsible for defects.

**1021.** The officer in charge of the library should occasionally inspect the almirahs to see that the books are not destroyed by white ants or lost.

**1022.** Presiding Judges should from time to time inspect the books and weed out duplicate copies of superseded editions and books which are of no further use. They may be sold to the best advantage.

**1023.** In outlying stations, the copy of the "Calcutta Gazette" received by the senior judicial officer should be circulated by his sheristadar to the other judicial officers with a slip attached.

**1024.** Reports, gazettes, and other books supplied to judicial or other officers are not to be taken away by the incumbents on their promotion or transfer, but are to be transferred to their successor in office.



## CHAPTER 45.

### FORMS AND STATIONERY.

**1025.** At every station, an officer should be specially placed in charge of the stock of forms required for all the courts; and supplies, if requisitioned, should be issued by him ordinarily once a week to the chief ministerial officer of each court, and to parties daily at an hour to be fixed by the Judge in charge of forms.

**1026.** A list of forms with their numbers assigned to each should be prepared showing the due dates for the indents to be submitted as well as the due dates for receipt of the indents, and kept hung on a card. The list should be corrected from time to time as new forms are added or any of the existing ones declared obsolete.

**1027.** The forms shall be arranged on the racks by groups in accordance with the classification given in Volume II and the name of each form with schedule and serial number shall be shown against it on the shelf. A board indicating the name of each group of forms will be exhibited against such group.

**1028.** A stock book of forms shall be correctly maintained by the clerk placed in charge of them in the prescribed form No. (R) 39 (in Bengal) and (R) 39-A (in Assam), Volume II. A separate page or a sufficient number of pages should be given to each form, so that under each item the transactions of several years may be recorded continuously. The balance shall be struck after each transaction and the balance on the 30th June and the 31st December of each year shall be verified by counting the forms on the racks, and a note of the verification made on each page of the stock book.

**1029.** The Judge in charge of forms should see that indents are prepared with care in such a way as to render supplementary indents during the year unnecessary and to prevent the inclusion therein of which there is already a sufficient stock. Before the submission of an indent, the clerk should prepare a statement showing the actuals for the immediately preceding three years, the average for these years, the balance in hand and the estimated consumption up till the date of the receipt of the indent. Estimates prepared on the above data can be conveniently checked and brought as near as possible to actual requirements. Forms enough to last for a whole year and to leave a margin of three months' consumption at the end of that year shall be entered in the indent. When forms are published in books the number of books should be stated.

**Note.**—It should be seen that indents are sent for new or revised forms as soon as possible after they are printed and that no manuscript forms of which a printed copy is available is used through failure to send indent in time.

**1030.** Issue of forms is to be made on written requisitions containing the following particulars: (i) Description of forms, (ii) purpose for which required, (iii) number required and (iv) name of person; the

requisitions with the remarks of the sheristadar are to be put up before the Judge in charge of the forms who will pass necessary orders and the forms will be issued accordingly. The requisition slips should be retained for two years.

**1031.** Whenever there is a change of the forms clerk, a balance shall be struck by the outgoing officer and the officer receiving charge shall verify the balance by counting the forms on the racks. Unless he then reports deficiencies, it will be assumed that he received the stock shown and he will be thenceforward personally responsible for shortage or defects.

**1032.** The allotment for purchase of stationery should be divided between the courts in a district according to their respective requirements and stationery articles of the value representing the allotments should be supplied separately to each court for its consumption.

**1033.** An officer nominated by the presiding Judge shall be in charge of the stationery and maintain a stock book in Form No. (R) 39-A, showing accounts of receipts and issues. The recipient and issuer of stationery articles will put their respective initials in the columns provided for the purpose at the time of the receipt and issue of stationery. At the same time the issuer will cancel the blank columns. The opening and closing balances will be struck monthly by the clerk in charge of the stationery articles. The presiding Judge will cause the stock of stationery to be verified half-yearly by an officer who will report the result and make a note of the verification in the stock book. The presiding Judge will initial after satisfying himself about the correctness.

## CHAPTER 46.

### OFFICE RULES AND ADMINISTRATIVE WORK.

#### 1. Office and Routine.

**1034.** No one not being a member of the office establishment will be permitted to enter any office room without the special permission of the presiding Judge.

**Note.**—See the Note to rule 502.

**1035.** (1) (a) The sheristadar of every Court will be held responsible for the due and prompt performance of all duties connected with the management and supervision of the office and the departments attached to the Court. He is responsible for the condition of the office, the records kept there and the work done by the staff employed.

(b) It is his duty to insist on the regular and efficient discharge of all kinds of business for which any and every member of the establishment is responsible, to exercise proper personal control and supervision over them, to make himself thoroughly acquainted with each man's work and check it frequently, to give proper instructions regarding the maintenance of registers, etc., and the performance of other duties and to see that the Rules and Orders of the High Court are strictly carried out.

(c) He should inspect from time to time the work of each member of the staff and submit periodical reports to the presiding Judge regarding the condition of the office and the work of the other ministerial officers. At the first sign of arrears in the work of any officer, or of such a pressure of work as is likely to cause arrears the matter must be reported at once to the presiding Judge and all cases of unreasonable delay in the disposal of business, misconduct and neglect or improper discharge of duty should be promptly brought to his notice. Whenever a ministerial officer of the establishment is about to go on leave or transfer, the sheristadar should report to the presiding Judge arrears in his work, if any.

(2) A pending list should be kept in every judicial office by the sheristadar in the prescribed form No. (R) 38-A, Vol. II, for inspection by the presiding Judge with a view to check arrears or delay in the disposal of business. The serial numbers are to be struck off when a reply is received (or issued) or when the letter is disposed of (for letters received) or when any business is otherwise finished. When no reply is expected or when there is nothing to be done the number should be struck off at once.

**Note 1.**—This register shall be frequently laid before the presiding Judge for his examination and at least once a week on every Monday, and the fact of such examinations having been made together with such instructions or remarks as may appear necessary shall be entered by him.

**Note 2.**—All arrears of work in the office at the end of the preceding week regarding entries in the various registers, noting of result of suits and execution cases, writing of table of contents, drawing up of decrees, return of documents, periodical despatch of records, preparation and delivery of payment orders, succession certificates, probates or letters of administration, sale certificates, copies, information, etc., should also be briefly noted in columns 5 and 6 of this register.



**1036.** (1) With a view to the better conduct of the business in all civil court offices, the High Court approve of the order of the Government of Bengal (in Circular No. 1259-J., dated the 13th February, 1901, published in the "Calcutta Gazette" of the 17th April, 1901, Part IV-A, page 3) that at the entrance of each office room occupied by clerks or copyists a wicket gate shall be placed with a spring which no outsider shall be allowed to pass. Inside each office is to be kept a list showing who are the officers entitled to occupy the room. Outside the entrance to the room should be hung in a conspicuous place a board having printed on it both in English and vernacular "No admittance for the public." The presiding Judge of the court should visit at unstated times during office hours the room occupied by its subordinates and call the roll; and in the event of his finding any outsiders within the room, the ministerial head of the department should be punished, since he is to be held responsible that the public do not enter the room.

(2) All transactions between the public including pleaders' clerks and the office shall be over the wicket gate as far as practicable and no one will have access to any member of the establishment except to such officers as the presiding Judge may in his discretion direct.

(3) The judicial officers will see that as far as practicable these officers sit near doors or windows to be accessible to the public. Where this is not practicable, persons may be allowed to come up to their tables for the transaction of any business, but no one shall be permitted to handle or touch any papers unless it be for the purpose of obtaining his signature.

**1037.** (1) In order that it may be proved who was directly responsible for the entries in a particular register or record, the High Court approve of the order of the Government of Bengal (in Circular No. 1257-J. of the 13th February, 1901), that each clerk shall keep a duty card showing the particulars given in the following form:—

Name of Clerk/Muharrir

Department.

Nature of work.			Remarks.
Authorised registers	Unauthorised registers.	Miscellaneous duties.	
1	2	3	4

(2) This card is to be signed by the sheristadar and the clerk or muharrir concerned, and a duplicate of the same, similarly signed, is

to be kept by the ministerial head of the department to which the clerk or ~~manharrir~~ belongs. Such ministerial head of the department will be responsible for having all changes in the nature of the work of each officer under him duly entered on the cards affected. The card will show the dates on which each successive clerk assumed and relinquished charge of his office and also the date of the last distribution of work.

**1038.** The employment of outsiders by the ministerial officers for helping them in their work or getting office papers written is strictly forbidden. Judicial officers should keep a strict watch on this objectionable practice and any subordinate officer found violating the rule should be severely punished.

## 2. Correspondence.

**1039.** (1) Correspondence between judicial officers of all grades and between these and officers of departments of Government of whatever status shall be by letter or memorandum, but the memorandum or the endorsement form should be used whenever it can conveniently be adopted.

(2) When a letter from either a subordinate to a higher authority, or *vice versa*, contains nothing but a piece of information for the future guidance of such authority, or a piece of information sought for to complete any proceedings, or to rectify any error, or a direct affirmative or direct negative, to any question put, it will be quite sufficient if the letter be endorsed or passed on with the signature of each successive authority. When correspondence relates to the transmission of returns, documents, etc. or other routine matters, memoranda or endorsements should be substituted as much as possible for covering letters. Such memoranda and endorsements should be numbered and dated.

**1040.** (1) The name and official designation of the writer of an official letter, with the number and date of the letter, is to be prefixed to it, number and date of every letter referred to is invariably to be quoted, and every paragraph is to be numbered.

(2) Correspondence should be condensed as much as possible and repetitions and details shall be avoided.

(3) Separate letters or memoranda shall be written on distinct subjects.

(4) Demi-official correspondence shall not be quoted in official correspondence.

**1041.** The use of *facsimile* stamp in official correspondence even in matters of routine may provide ample opportunities for fraud. All correspondence shall be signed by the forwarding officer and should it not be possible for him to sign all letters, they should be signed for him by some responsible and trusted official.

**1042.** Judicial officers when signing papers of all sorts are required to take particular care that their official signature is always so distinctly and readily legible that there may never be any room to doubt thereafter that it is genuine and authentic.

**1043.** Letters and other papers from the District Court to the subordinate courts at every station should ordinarily be sent in separate

covers addressed to each court. If, however, for purpose of economy, letters for courts at one station are transmitted by post or messenger in a single parcel or cover, it should be addressed to the senior court or the Subdivisional Munsif if he exists and correspondence for each court should be placed inside that cover or parcel in separate covers addressed to each court.

**1044.** (1) When confidential covers are sent out of an office, they should be placed in double covers, the inner cover being sealed, marked "Confidential" and superscribed with the name only of the officer for whom they are intended, the outer cover being addressed by his official designation only and without the addition of his name.

(2) When the official trusted with the opening of letters finds inside the cover another envelope marked "Confidential" and addressed by name to the head of the office, he should be careful not to open it, even if the head of the office is away on tour or for any other purpose. The addressee should invariably open the inner cover himself and allow no subordinate to open it.

**1045.** (1) In the courts of Subordinate Judges and Munsifs it will ordinarily be sufficient to have two correspondence files—one for letters received and another for draft of letters issued during each year. The papers should be arranged in chronological order: the first letter received or issued being at the bottom of the file, and the last letter issued or received being at the top. Each letter issued will have assigned to it a consecutive number called the serial number.

(2) Many letters received in or issuing from courts are of very transient interest, or are such that correspondence begins and ends with the one letter and its reply. A "Miscellaneous collection" should be opened within which all such letters may be placed chronologically without reference to subjects.

(3) Correspondence should ordinarily be preserved for three years. From correspondence three years old, the more important papers should be sorted out for preservation and the rest destroyed. The Miscellaneous collection should be destroyed after one year. Office copies of monthly and quarterly statements should be destroyed after three years and Annual statements after six years. "Calcutta Gazettes" should be sold after six years.

(4) Local newspapers, pamphlets and publications of other departments of Government, acknowledgments, reminders and other papers for which there is no further use shall be destroyed at such intervals as the presiding Judge may direct.

**1046.** (1) There should be separate files for (i) General and Special Letters issued by the High Court; (ii) Circular Orders of the High Court; (iii) Circulars of the Government of India and local Government and (iv) Circulars of other departments of Government arranged chronologically with date stamp of receipt and page mark. To the files of General and Special Letters and Circular Orders of the High Court shall be prefixed an index in alphabetical order in which the subject of each letter or circular shall be entered at the time it is filed. General and Special Letters should be permanently preserved and when the collections of several years run into the thickness of a reasonably-sized volume, they should be bound.

(3) All amendments relating to the Civil Rules and Orders, Volumes I and II, should be promptly noted and all correction slips pasted in their proper places as they are received. The volumes should always be kept up-to-date and the index to addenda and corrigenda slips regularly written up.

### 3. Administrative work, Office management and Supervision.

**1047.** The attention of all judicial officers is drawn to the importance of constant supervision of the work done by their subordinates and efficient management of their offices or the departments placed under their charge. The High Court have had occasion to observe that this part of their work does not always receive the care and attention it deserves and it is therefore desirable that all concerned should understand that when considering the merits of an officer for promotion or preferment, equal stress is laid upon judicial capacity and administrative ability. Due attention should therefore be paid to administrative work, and failure to show administrative ability will tell against an officer in future.

**1048.** The administrative work connected with the civil courts will be carried on in the office which will be divided into departments and each such department will be in charge of a judicial officer who shall be responsible for its efficient working and exercise control over the ministerial officers employed therein.

**1049.** (1) The District Judge shall place each of the common departments like accounts, nazarat, copying, etc., in the immediate charge of a separate judicial officer. Such officers need not ordinarily be Subordinate Judges at the district headquarters or the senior Munsifs at outstations. It is desirable that Subordinate Judges who are engaged in more important work should not have their time for judicial work curtailed by such a charge. The selection, whether at the district headquarters or at outlying stations, is to be made by the District Judge from among the younger and more energetic and enterprising Munsifs who take an active interest in administrative work and rules of procedure.

**Note.**—The judicial officer in charge of the accounts should also hold charge of the nazarat accounts.

(2) The district record room shall similarly be placed in charge of a judicial officer.

**1050.** The greater part of the District Judge's time being occupied by sessions work, civil and criminal appellate work and by a variety of miscellaneous judicial proceedings, he is often left with inadequate time to devote to the administrative duties of his office and control over all the civil courts in the district. His English Office should therefore be also placed in charge of one of the several judicial officers posted at the headquarters. Appointment, promotion, leave and transfer of the establishment, supervision over the establishment—clerical as well as menial—disposing of correspondence and necessary business of an ordinary nature, e.g., office routine which can be disposed of according to the traditions and rules of office, countersigning payment orders, etc., and such other functions as the District Judge considers suitable may be entrusted to such officer. All reports, applications and other matters

relating to these functions shall be laid before the judicial officer in charge of the English Office for disposal under the direction and guidance of the District Judge and in this way some relief should be afforded to the District Judge in his administrative work and the efficiency of the office ought to increase.

**1051.** (1) Every judicial officer is required to make a thorough inspection of his office and any department of which he is in charge, once a year (*see*, rules 1108 and 1110). He cannot at this inspection expect to find things in an efficient state, unless the working of the office is constantly watched and close supervision exercised at regular intervals. It is an important part of the duty of a judicial officer to see that each of the officers subordinate to him does his work properly and with despatch. Supervision on the "little and often" principle in the daily handling of the records and papers brought before him or a chance visit to the office, and a cursory look at the registers and books whenever there is an idle moment in the day's work will be found to be of considerable benefit and will prevent the commission of many errors and irregularities.

(2) A judicial officer can do much to check venality and corruption by keeping a strict eye over the doings of his subordinates and not leaving in their hands things which require personal attention, *e.g.*, selecting guardians *ad litem* and commissioners, fixing dates of hearing, drawing up and arranging cases in the peremptory cause list in their chronological order, transferring appeals, seeing that cause lists and other information books, etc., are regularly and punctually made available to the public, and that payment orders, copies, information sheets, sale-certificates, succession certificates, probates, letters of administration, documents for return, etc., are made ready and delivered within the time prescribed (if any) or without any unreasonable delay. Such documents should be delivered and auction sales held in the presence of the presiding Judge as often as time permits.

**Note.**—Special attention is drawn to the measures suggested in General Letter No. 22 (Confidential), dated the 6th October, 1933, which was sent to every judicial officer by name.

(3) The result of such occasional inspection and the directions given from time to time in respect of errors, irregularities or wrong practices should be recorded in a note book kept for the purpose.

(4) It is impossible to give an exhaustive list of the items over which a judicial officer should exercise supervision owing to the multifarious nature of the work and the liability to error in each item of it. The High Court merely desire to indicate the manner in which supervision may be effected.

**Note 1.**—Thus while doing his work in office and signing papers daily, the presiding Judge can keep himself informed of the work in arrears, the work done by each clerk on the previous day and see that the help of no outsider is taken in getting papers written, that orders in order-sheets do not bear any date earlier than the last working day, that no undue delay has occurred in the performance of any duty, that correspondence is promptly attended to, that no document is incomplete when a signature is affixed, that decrees have been correctly drawn up and within the prescribed time and as far as possible in the order of the dates of disposal, that no order on any discretionary matter has been written without definite instructions, etc.

**Note 2.**—Whenever owing to cases unexpectedly going out or for any other reason there is any time on the Bench, he may examine pleadings with a view to see whether they have been properly drawn up and verified, endorsements on vakalatnamas have been rightly made, courtfees of proper value have been collected, stamped and punched; records have been properly split up into files, tables

of contents have been correctly written and are up-to-date; lists of exhibited documents have been made and endorsed as required by Order 13, rule 4; processes have been filed within time and promptly made over to the nazarat; processes have been issued promptly and returned by the due date; commissions have been issued without undue delay and reports submitted within time; cases have been entered in the Diary in advance; petitions bear stamps of right value; registers are written regularly and correctly; that no hoarding of records or registers, due for deposit in the record room, is going on in almirahs and other receptacles and corners in the court rooms and attached offices, etc.

**1052.** (1) The nazarat requires perhaps the greatest amount of supervision. Here an officer of outstanding personality may make his influence most felt and it need hardly be said that in the interest of efficient administration of civil justice, satisfactory and expeditious service of processes is essential. The size of the cadre of peons and its comparative illiteracy demand proper guidance as to the manner of service and verification of returns and a check on sharp practices by the controlling authority. The process-serving peons should be required to make themselves familiar with the rules in the Code and the rules framed by the High Court regarding service and execution of various kinds of processes and it shall be the duty of the nazir to explain these rules in the vernacular. It should be impressed upon them that in all cases of doubt or difficulty while discharging their duties in and out of court, they must obtain the direction of the court with whose processes they have been entrusted for service. Complaints against process-servers should be promptly enquired into and adequate steps taken.

**Note.**—Occasional inspection of the diary of the process-server and the register of processes distributed, distribution of processes from time to time in the immediate presence of the Judge in charge in order to ensure fair distribution and fair average of work, insistence on personal service whenever possible, redistribution of beats at necessary intervals so that each process-server is given a certain amount of long beat work in order to equalise work, seeing that processes are served and returned by the due date, and processes marked "urgent" or writs like that of injunction, attachment before judgment, etc., are issued immediately and served with the least possible delay, etc., are some of the many things that require attention.

(2) The cashier handles a large sum of money. He receives the pay and travelling allowance of the establishment, money tendered by chalans, payments into peremptory cash, landlord's fees, auction sale money, decretal amounts realised by process-servers in execution proceedings, sale-proceeds of forms, old furniture, destructible records, etc. He spends money on various items and remits money to the Collector, Commissioners and officers receiving pay during leave. His cash and other books should be inspected as often as time permits in order to see that all amounts received are properly accounted for and quickly disbursed by remittances to the treasury and payments to proper persons.

**1053.** The Judge in charge of accounts works under a system, which if properly studied and understood will enable him to exercise adequate control without the necessity of bestowing particular attention on any item other than delays in passing payment order and sending refund applications for lapsed deposits and advice lists to the headquarters. What is required is an intelligent appreciation of the system and a grasp of the details so that he may exercise direction and control and check irregularities and fraud without allowing himself to be led by

subordinate clerks and automatically signing papers put up for signature.

**Note.**—It should be particularly noticed that payment orders are being passed and actually made over to the parties as expeditiously as possible and that they are dealt with chronologically without giving undue preference to applicants of later date [see, rule 778 (5)].

**1054.** The Judge in charge of the copying department should as often as time permits inspect the register kept by the head comparing clerk with reference to some of the application forms recorded therein with a view to ascertain whether the rules in Part IV are being strictly observed.

**Note.**—The following are some of the items which should be looked into:—That entries in the register of application for copies are made contemporaneously with the several stages through which an application for copy passes, that copies are made within the prescribed time, that undue preference is not given to applicants of later dates, that proper endorsements are made by the clerks through whose hands the application passes, that originals are sent to the copying department without undue delay and are returned soon after copies are made, that folios are estimated as nearly as possible to actual requirement, that unused folios and stamps are actually returned, that no folio contains more or less than the required number of words, that folio heads are not torn off and billed for until copies are ready for delivery, that proper ink or ribbon is used, that copies are free from error, that surreptitious copies are not being issued, etc.

**1055.** The district record room being the repository of the records of all cases disposed of by the courts in the district, is an important department and the Judge in charge should pay occasional visits to it and personally satisfy himself that the rules laid down for the working of the department are being strictly followed. Any case of serious omission or irregularity should be promptly brought to the notice of the District Judge.

**Note.**—The following are some of the things which should be watched periodically:—That records are being sent by courts within the time prescribed, that records are carefully examined and defects and deficiencies are reported as soon as possible after examination, that they are arranged neatly in their proper places in the racks with an index sheet for each rack duly written, that a progress report is submitted every fortnight, that the index to the index register is properly maintained, that requisitions for records are promptly attended to and not returned on frivolous grounds, that removal slips are attached in every case of removal, that reminders are regularly sent for records not returned within a reasonable time, that exhibited documents not taken back are destroyed on the expiry of the prescribed period after service of the required notice, that records due for destruction are sorted out and destroyed every quarter and entries to that effect are made in the bound lists and index boards, that no papers are allowed to be piled or scattered on the floor, that inspection of records is allowed under proper safeguards, that outsiders are not allowed in the record room, that fire extinguishers are in working order, that the plan and index of the record room is up-to-date, that the racks are dusted and sprayed with disinfectants from time to time, etc.

## CHAPTER 47.

### MISCELLANEOUS INSTRUCTIONS.

#### 1. General.

**1056.** (1) All communications intended for the High Court in its Original Jurisdiction should be plainly marked "Original Side" and addressed to the Registrar, Original Side. All communications intended for the High Court in its Appellate Jurisdiction should be plainly marked "Appellate Side" and addressed to the Registrar, Appellate Side, unless they relate to case work in the Appellate or Revisional Jurisdiction in which case they should be addressed to the Deputy Registrar. For telegrams sent to the Registrar, the State Code address "High Court" with the addition of the words "Original" or "Appellate", as the case may be, will be sufficient.

(2) In the case of letters, the particular department with which the communication is concerned, should, when possible, be added to the address, *e.g.*, covers containing for instance, a notice under the Indian Succession Act sent by District Courts in regard to estates having assets within the jurisdiction of the High Court should be addressed to "The Registrar of the High Court, Original Side, Calcutta, Testamentary and Intestate Jurisdiction."

**Note.**—Lists showing the several departments on each side of the High Court are enclosed with General Letter No. 4 of 17th April, 1907.

(3) Instances having occurred in which envelopes addressed to the High Court when opened were found to be empty and enquiries in regard to them were fruitless owing to the fact that there were no numbers of despatch on the envelopes, all envelopes addressed to the High Court should bear the despatch numbers of their contents and, as far as possible, the number of enclosures to each letter, *e.g.*, "No. 2764S. and two enclosures."

(4) Omission to state numbers outside the cover is one which gives rise to difficulties in tracing its contents, if the cover happens to arrive without them. Space is provided on all official envelopes for such numbers and all senders of communications to the High Court should see that this space is invariably filled up on the envelope and not on the economy slip which is liable to get detached *en route*.

(5) Further instructions as to how communications meant for the Appellate Side of this Court should be addressed are given below:—

(i) The words "Appellate Side" should on no account be omitted as their omission is likely to cause delay by communications meant for that Side being delivered to the Original Side, which is an entirely different office.

(ii) All correspondence dealing with judicial matters (civil and criminal) and matters concerning the ministerial establishment of the Court on its Appellate Side generally should be addressed to "The Deputy Registrar, High Court, Appellate Side."



- (iii) Correspondence of a general nature (for example, matters relating to the interpretation of Rules, enrolment of Pleaders, etc.), should be addressed to "The First Assistant Registrar, High Court, Appellate Side."
- (iv) Correspondence dealing with the Record Room, the Paper Book Department and the menial establishment of the Court on its Appellate Side should be addressed to "The Second Assistant Registrar, High Court, Appellate Side."
- (v) All other correspondence, including correspondence about which any doubt is felt as to the proper person who should be addressed, should be addressed to "The Registrar, High Court, Appellate Side" and all demi-official letters of a personal nature intended for the Registrar should be addressed to that officer by name and designation.

**1057.** The pages and paragraphs of annual, inspection and all other reports and similar lengthy communications submitted to the High Court should invariably be numbered.

**1058.** When a civil court has occasion to correspond with a court in French territory, such correspondence should be addressed through the local Government.

**1059.** Communications intended for the office of the Hyderabad Residency should be made in English and should be addressed to the First Assistant Resident.

**1060.** A stock book shall be maintained by the nazir in the prescribed form No. (R) 40 of all articles of office furniture and stores. All new purchases, issues and sales, etc., of old stocks must be entered in it as they occur. A verification of the stock should be made at least once a year by a responsible officer other than the nazir under the supervision of a gazetted officer. A note of the verification should be made in the stock book and all discrepancies noticed should be brought to account immediately.

**1061.** A District Judge is not entitled to issue general directions in the form of rules or circular orders to the judicial officers subordinate to him. If there be any matter connected with the judicial administration or procedure, which in his opinion requires the issue of a general rule or order for the information and guidance of the courts over which he exercises control, he should always submit a memorandum on the subject, together with a draft rule or order for the confirmation and approval of the High Court, without which it should in no case be issued.

**Note.**—This rule is not to be evaded or defeated by the issue of such orders under the guise of "Standing Orders."

**1062.** Whenever there is any doubt or difficulty in interpreting a rule or circular order or any instruction of the High Court, or when any matter of importance not provided for in the rules has to be determined, a reference should be made to the High Court with a memorandum on the subject and a statement of the points which require elucidation. Such reference when made by subordinate judicial officers should ordinarily be sent through the District Judge who shall forward the same to the High Court with his remarks thereon. The High Court in their administrative capacity however have always declined to express their

opinion on matters fit for judicial determination. Order 46, rule 1, Civil Procedure Code, is the proper medium for the latter type of case when the subject is suitable.

**1063.** (1) Where there are more than one court of the same class, it is incorrect to designate the judicial officers presiding over them as "First Munsif"; "Second Munsif", etc., according to seniority. The proper mode would be to describe each officer in the proceedings instituted in his court by name with the addition of his title "Munsif of" or "Subordinate Judge of" and without any further distinction.

(2) For the purposes of the periodical returns, where there are more than one court of any class at any station such courts will be designated first, second and third courts, but without any reference to the seniority of the Judges presiding therein.

**1064.** Circular orders addressed to "all civil courts" are intended to apply also to Courts of Small Causes.

**1065.** All communications from Small Cause Courts to the High Court, should be submitted, in the first instance, to the District Judge, to whom the Small Cause Court is subordinate (*vide* sec. 3, C. P. Code).

**1066.** District Judges shall, in dealing with the budget estimates, or contingent bills, of Small Cause Courts, be guided by the general rules applicable in the case of the other subordinate civil courts.

**1067.** (1) A District Judge should not without first consulting the High Court appoint a person to act in any vacancy occurring in the office of Munsif under section 12 of the Bengal, Agra and Assam Civil Courts Act, XII of 1887. In cases of urgency the reference should be made by telegraph. Such appointment, if any, should be distinguished in any salary bill presented by the person appointed by words such as "Temporary, officiating by order of District Judge under section 12 of Act XII of 1887", and every such appointment should be reported to the Accountant-General.

(2) The report to the Accountant-General should contain the name of the officer appointed, whether he is a Government servant, the office to which he is appointed, and the occasion of the appointment. The date of joining should also be communicated either with the first report (which will be in sufficient time if sent when the officer joins) or in a subsequent separate report. The District Judge should also give intimation to the officer in charge of the treasury from which the Munsif's pay will be disbursed.

**1068.** District Judges should inform the High Court when for any special cause, they consider it advisable that a particular Munsif should be invested, under section 25 of Act XII of 1887, with the jurisdiction of a Court of Small Causes (*see* also Article 8, Second Schedule Act IX of 1887), stating both the local circumstances which appear to call for the measure, and the Munsif's fitness to exercise such powers. Among the circumstances which should be stated are the following—whether there is more than one Munsif at the station indicated, and if so, what is the distribution of business between the Munsifs, and within what limits it is intended that the proposed jurisdiction should be exercised.

**1069.** (1) District Judges are required to report to the High Court any formal transfer of charge in any civil court subordinate to them, including the assumption by the sheristadar of charge of the current

duties of a Munsif's court during the temporary absence of the Munsif or pending the arrival of his successor, and the handing over charge of the current duties of his office by a District Judge proceeding on circuit.

**Note.**—For form of charge letter for District Judges proceeding on circuit duty see No. (M), 13, Volume II.

(2) When a District Judge assumes or relinquishes charge of his office he should report the fact to the Accountant-General, the High Court and the Chief Secretary to the local Government.

**1070.** (1) All applications for the grant of vacation leave to officers of the Bengal Civil Service (Judicial) should be submitted to and sanctioned by the District Judge, provided that the orders of the High Court, are obtained in respect of officiating Subordinate Judges and Munsifs and in respect of other officers whom the District Judge may wish to detain during the vacation in the interests of the public service.

(2) Before granting an application for vacation leave, the District Judge should satisfy himself that it can be granted without injury to the public service or additional expense to the State; and where an officer has failed to rejoin his appointment in time to sit on the day the courts re-open after the vacation, he should be reported to the Accountant-General, as absent without leave, and his absence brought to the notice of the High Court.

(3) The District Judge is also authorised to grant leave to judicial officers to remain away from their station during authorised holidays other than the civil court vacation unless their absence is likely to endanger the public service. Judicial officers should invariably ask for the necessary permission and wait for the reply and should not except for very emergent reasons leave their stations without the previously obtained permission of the District Judge.

**1071.** (1) Numerous applications of a private or demi-official character are from time to time addressed to the Registrar, High Court, Appellate Side, by subordinate judicial officers desirous of changing their stations. The High Court desire it to be understood that all such applications should be submitted officially through the District Judge who should when forwarding them take care to state, whether in their opinion, the grounds on which the request is based are well founded and deserving of recognition.

(2) Long residence at one station, health of the officer impaired by climate, or dangerous illness of near relatives and vouched for by medical certificate, and such like matters will be considered adequate grounds for transfer. Private matters, such as family affairs, education of children, marriage of daughter, absence of spiritual advantages, want of suitable company cannot, however, be admitted as affording an adequate ground for transfer from one station to another, unless such transfer can be effected without inconvenience to the public service.

**Note.**—Transfers of officers at their own request are not treated as transfers for the public convenience and therefore no travelling allowance is ordinarily admissible in such cases (Subsidiary Rule 111 of the Fundamental and Subsidiary Rules).

**1072.** Extensions of service are not now ordinarily allowed to members of the Bengal Civil Service (Judicial). Should any officers for any reason desire to apply for an extension of service, the application should

be submitted through the District Judge either in January or in July before the date on which he is due to retire.

**1073.** No gazetted officer of the judicial service shall be permitted to reside elsewhere than at the headquarters of the station to which he is for the time being posted, except with special sanction. In forwarding an application to the High Court, the District Judge should state whether in his opinion the grounds on which exemption from the rule is based are well founded.

**Note.**—Presiding Judges may in special circumstances grant permission to a ministerial officer to reside elsewhere than at the headquarters of the station, provided that the work which he has to do, does not in any way suffer. In granting permission regard should be had to the nature of his duties and the department in which the ministerial officer is serving.

**1074.** (1) The attention of Judges of all grades is invited to “The Government Servants’ Conduct Rules” regulating the conduct of public servants in respect to lending and borrowing money, receipt of complimentary or valedictory addresses, and the like.

(2) As to gifts, the rule is that subject to the provisions of any general or special order of the local Government, any Government servant may accept from any Indian a complimentary present of flowers or fruit or similar articles of trifling value, but all Government servants shall use their best endeavours to discourage the tender of such gifts.

**1075.** Judges of all grades should avoid, as far as possible, becoming the guests of or entertaining those private individuals or Government servants who are or may be interested in civil or criminal cases or in matters, which may eventually come before them for decision. Any possible imputation of suspicion or bias will thus be removed.

**1076.** No judicial officer shall be allowed to practise as a pleader or advocate during the term of any leave that he may obtain from the High Court.

**1077.** An officer of the Bengal Civil Service (Judicial) should not hold the office of Municipal Commissioner as the acts of municipalities are frequently called in question and come up before him judicially. It is also undesirable that judicial officers should mix themselves up in local affairs, politically or otherwise.

**1078.** The appointment of an officer of the Bengal Civil Service (Judicial) to be a member of a district or local board should only be made when it is certain that the officer will have leisure to undertake the duties involved.

**1079.** In places where courts are built of inflammable materials but there are fireproof record rooms, as much use as possible should be made of the record room in storing the records of pending cases as a measure of comparative safety.

**Note.**—While it may not always be possible to remove daily to the record room all records, registers, etc., the aim should be to see that as many of the records, registers, documents, etc., as can be housed in a safer building should not remain overnight in the court or office room of *kutch*a buildings.

**1080.** When records, registers, etc., are destroyed or damaged by fire, the fact should at once be reported to the High Court and the

presiding Judge of the court concerned should take personal charge immediately of their remnants and proceed with the work of reconstruction of records according to the detailed instructions of the High Court a printed copy of which will be forwarded on application.

**1081.** As regards paying of compliment to court by a police officer who is required to depose in a case, on entering the court room or on going into the witness box, attention is invited to the following rule which on approval by the High Court, has been inserted in the Bengal Police Regulations, Volume I:—

“A police officer in uniform on entering a court shall salute the presiding officer with his head dress on, in the approved manner. He will remove his head dress (provided it is a head dress other than a *pagri*) while giving evidence and replace it before saluting the court on retiring (Rule No. 764A).”

## 2. Construction and repair of buildings for judicial officers.

**1082.** (1) District Judges in Bengal and Assam are empowered to give administrative sanction to projects for the repair and construction of court or office buildings under their control, the cost of which does not exceed Rs. 2,500 and Rs. 2,000 respectively. Projects estimated to cost more than this sum must be submitted, with plans and estimates, for sanction to the local Government through the High Court.

(2) All projects affecting the repair or construction of residential buildings require the sanction of the local Government, and, if their cost exceeds Rs. 1,000 they must be submitted for such sanction through the High Court. Projects estimated to cost less than Rs. 1,000 should be submitted to the local Government direct.

(3) In framing such applications, care should be taken to satisfy the requirements of the Resolutions on the subject, noted below, and in particular, to explain clearly the degree of urgency which attaches to each proposal. The funds at the disposal of Government for the construction of buildings are not ordinarily sufficient to meet all demands, and it is, therefore, necessary to distinguish those which are of immediate urgency in order that due priority may be given to them.

Resolution of the Government of Bengal, Financial Department, dated the 24th September, 1891.

Resolution of the Government of Bengal, Public Works Department, Nos. 4788—4889-A, dated the 25th August, 1917.

Resolution of the Assam Administration No. 95-B., (Accounts), dated the 30th August, 1918.

## 3. Dress of judicial officers.

**1083.** When presiding on the Bench all judicial officers (including Barristers-at-Law) whatever their rank shall wear the following dress:—

(i) a King's Counsel's gown of any black material other than silk;

(ii) stand up, winged white collar and bands;

- (iii) a black coat of any pattern or black *chapkan* or *achkan*; and
- (iv) if the coat is left unbuttoned, a black waist-coat.

**Note 1.**—Sessions (including Assistant Sessions) Judges and Judges of the Calcutta Small Cause Court (including the Registrar), shall also wear the above dress.

**Note 2.**—The wearing of the full robes is compulsory for all judicial officers and no deviation of the rule will be allowed, except in special circumstances to be submitted to the High Court for its orders.

**Note 3.**—The District Judge should at the time of inspection or on other occasions ascertain whether judicial officers sit daily correctly robed.

**Note 4.**—The rule does not apply to executive officers invested with the powers of a civil judge.

#### 4. Temporary additions to the judicial staff and transfer of cases.

**1084.** (1) No application for temporary additions to the staff of judicial officers of a district will be considered, unless it is accompanied by statements in the prescribed form and a full and unequivocal recital of the causes which have brought about the necessity for assistance. It is desirable that the High Court should know how far that necessity arises from causes beyond the control of the officers concerned, and how far it is due to the incompetence or slackness of individual officers. Without such information, the High Court are unable to fix, with any certainty, the number of officers required for different districts from time to time.

(2) In the case of a proposal for the retention of an officer, application should be made to the High Court as well as to Government not less than six weeks before the expiry of the term of appointment already sanctioned and the fact that a copy of it has been sent to Government direct should invariably be mentioned in the said application. But an application for a new appointment should be submitted to the High Court only in duplicate.

**Note.**—Further instructions as to how the statement should be prepared are contained in General Letters No. 24, dated the 26th May, 1932, No. 33, dated the 6th September, 1932, and No. 5 dated the 7th March, 1933.

(3) If a District Judge, when making such an application, is of opinion that the existing staff of officers has been and is working to its full power, a certificate to this effect should be given.

**Note.**—For form of statement which should accompany such applications, see Form No. (M) 34, Volume II.

(4) The statement accompanying an application for assistance should show the work done by each officer individually, of the superior staff at headquarters or of the Munsifi, as the case may be, during the two years preceding the year in which the application is made, and for each completed quarter of the latter year. Details of files pending at the time of making the application should also be furnished.

**1085.** The High Court have observed that the usual result of giving relief to courts, by appointment of Additional District Judges is not a commensurate increase in the outturn of the courts. When an Additional Judge is appointed to a court, the outturn should naturally, either

be doubled or very nearly doubled. But in practice, the almost invariable result of the appointment of an Additional Judge is that each Judge's outturn generally becomes less than the normal outturn of a single Judge, so that the total outturn of both the Judges is often only a little more than a single Judge's outturn. The High Court consider this state of things to be unsatisfactory and District Judges are requested to procure a proper outturn by all officers of that grade in their Judgeship.

*Note.*—See also, rule 353.

**1086.** (1) When additional officers appointed temporarily are comparatively junior and inexperienced, the simpler suits only should be transferred to them for trial.

(2) In order to minimise the complaints which have been found to be not unfounded that all the long pending suits of an intricate nature are transferred to temporary courts, and to equalise as far as possible the work of permanent and temporary courts, all District Judges are requested to select suits for transfer to the files of temporary courts on the following principles:—

(a) Pending cases (including appeals) in a court which receive relief should be classified as (a) cases over one year old, (b) cases between six months and one year, and (c) cases under six months, and be listed separately in the order of their institution; of the total number selected for transfer an equal proportion of each class of case should be transferred to the temporary courts. Pending suits should be transferred in groups of which the serial numbers are consecutive.

(b) Preference for transfer should be given in each class to suits in which evidence has not been recorded over those in which any witnesses have been examined; and care should be taken that connected or analogous suits are not tried by different courts. Cases in which commissions have been issued for local investigation, accounts, etc., and in which reports are not likely to be submitted in the near future, and cases which have been stayed or which cannot be taken up for trial for any reason should be excluded when making the list referred to in clause (a) above.

(c) The attention of District Judges is drawn to the necessity of personally seeing that these instructions are carried out. The above principle should also be applied when suits have to be transferred from one permanent court to another. This rule does not apply when additional help is specially given for the trial of some particular cases or appeals.

**1087.** (1) When it becomes necessary to send an additional court to any station with the express purpose of relieving the congestion in the file of one of its permanent (or semi-permanent) courts brought about by the indifferent work of its presiding officer and restoring it to its normal condition, the additional officer will ordinarily be instructed by the District Judge to take over for the time being the work of the permanent officer of such court and the latter will have charge and dispose of the cases already pending in his file.

*Note.*—This rule does not apply where the court for the relief of which the additional court is posted is presided over by an officer who has been there so short a time that it is not possible to affix with the congestion in any large measure to the defective discharge of his duties. In such a case where the accumulation occurred during the time of an officer already transferred, the mode of distribution of work laid down in rule 1086 will apply.

(2) (a) To the additional officer will be assigned all new cases instituted after the arrival of the additional officer as they are instituted but since there may be an interval of two or three weeks before the additional officer will find a sufficient amount of work to occupy his time, for each day of that interval on which the new work is insufficient the District Judge will transfer a sufficient number of previously instituted cases from the file of the permanent officer or any other court in the place, but will take care to transfer only such cases as are ready for hearing and are likely to be disposed of and finished within the interval.

(b) When cases are allowed to accumulate upon the file of any court in the hope that an extra officer will eventually have to be sent to render help, the whole object of the creation of the additional post is defeated if the original officer who is responsible for the accretion of arrears is allowed an opportunity to get rid of the older, more keenly contested and, therefore most difficult cases. Nor is it conducive to the expeditious despatch of work that the new officer, who is, as a rule, comparatively junior and inexperienced, should have made over to him stiff long pending cases with which the permanent officer is more familiar from having dealt with them in their earlier stages.

(3) The permanent officer being thus relieved from new work should be able to make a vigorous effort to overtake arrears. He should be able to dispose of cases already fixed by him each successive day. If, however, the work already fixed for any one day is likely to fall short, the permanent officer should accelerate the hearing of cases fixed for a date subsequent to the interval referred to above and so arrange that he has a proper amount of work to dispose of.

**Note.**—Rule 1087 does not apply when a court is posted temporarily to relieve the congestion in a court or number of courts in one station due to their being a general accumulation of arrears and institution to such an amount as to make the reduction of work impossible by the efforts of the ordinary staff. In such cases the principle of distribution of work will be as in last preceding rule (1086).

**1088.** The institution of all classes of suits in the different Courts of the same grade at a station should be examined from time to time in order to see whether a re-apportionment of territorial jurisdiction is necessary to equalise the work received in the courts.

## 5. Casual leave.

**1089.** (1) Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the Fundamental Rules.

(2) No Government servant may be absent on casual leave for more than 10 days in the course of one calendar year according to Government order.

(3) If, in any exceptional circumstances, the sanctioning authority grants, for urgent special reasons, a few days more than ten days, the grant with the reasons, must be reported at once to the High Court for the information of Government.



(4) Applications by District Judges and Additional District Judges for casual leave, and for leave of absence during gazetted holidays, under the conditions laid down in the rules issued with the circular No. 771-A, dated the 26th January, 1914, of the Government of Bengal, should be made to the High Court.

**Note.**—Under the terms of clause (8) of the Covenant executed by members of the Indian Civil Service, such officers are debarred from leaving the Presidency or Province in which they are serving without the permission of the Government. The Governor of Bengal in Council does not consider that there is any necessity for enforcing strictly the terms of this clause in the case of an officer who desires to proceed outside the Presidency on casual leave or leave of absence during gazetted holidays. In such cases, however, officers should state in their applications for leave the place where they intend to spend their leave. (Bengal Government Circular No. 1328—36-A.D., dated the 26th June, 1913.) (High Court Proceedings July, No. 272 of 1913.)

(5) Applications by officers of the Bengal Civil Service (Judicial) for casual leave should be made to District Judges who should dispose of them in accordance with the rules issued with the above circular and maintain a register of such leave in the prescribed form [No. (R) 41].

(6) The fact that a maximum has been fixed for the amount of casual leave which may be taken within a year, does not mean that an officer is entitled to take the full amount of casual leave as a matter of course.

(7) Casual leave must not be combined with vacation.

(8) If any reply regarding an application for casual leave is required to be sent by telegram it must be at the expense of the officer concerned. Messages in such cases should always be prepaid for reply.

**Note.**—Judicial officers in Assam should be guided by the rules contained in the Eastern Bengal and Assam Government Circular No. 20-A., dated the 12th October, 1908, as amended by the Assam Government Circular No. 5-A, dated the 6th May, 1913, which authorises heads of departments to grant, in exceptional circumstances, casual leave in extension of gazetted holidays without these holidays being counted as part of the leave.

**1090.** (1) Absence of a Subordinate Judge or a Munsif from court for a short period on account of temporary indisposition need not be treated as any kind of leave, but the fact with the period of absence should be promptly reported to the District Judge. If, however, the period of absence is prolonged, the District Judge will then use his discretion as to whether it should be treated as any kind of leave, regard being had to its length and consequent effect on the working of the court.

**Note 1.**—During absence from court, current and routine duties may, as far as possible, be disposed of from the sick room.

(2) When a District Judge or an Additional District Judge absents himself from court for any period on account of temporary indisposition but carries on his duties, as far as possible, from his sick room, he should promptly report such absence and its probable duration, to the High Court.

**Note 2.**—The number of days on which each officer was absent owing to temporary indisposition or other cause should be noted in the quarterly statement in Form No. (S) 7, Volume II, and the District Judge should also note his own absence (if any).

### **6. Leave under the Fundamental Rules and Civil Service Regulations.**

**1001.** District Judges and Additional District Judges applying to Government for regular leave on medical grounds or otherwise should invariably forward a copy of their application for the information of the High Court.

**1002.** (1) Applications for leave from Munsifs should be submitted, in duplicate, one copy being invariably forwarded by District Judges to the High Court direct with their recommendation and the other through the Accountant-General, Bengal.

(2) Applications for leave made by Subordinate Judges should be submitted by District Judges direct to the High Court for transmission to the Government of Bengal, through the Accountant-General, Bengal.

**1003.** Application for leave or for extension of leave should be accompanied by full details explaining the necessity for the leave, in order to enable the High Court to judge if leave in any case is justified, and in cases of leave, other than casual leave or leave on medical certificate, due notice which in ordinary cases should not be less than one month before the date from which the leave is required should always be given. [General Letters No. 25 of 1932 and No. 8 of 1929].

**1004.** District Judges should not, without first consulting the High Court, permit Munsifs and Subordinate Judges to leave their stations or to avail themselves of leave, in anticipation of the grant of formal leave. In cases of urgency permission should be obtained by telegram.

**1005.** (1) When an officer, who has been allowed leave for a period howsoever short, desires to cancel the whole or any portion of it and resume his duties, he shall give notice of his intention to the High Court in proper time and await its orders before rejoining.

(2) Permission to return to duty before the expiration of leave should not be given by District Judges to any judicial officer without the orders of the High Court, previously obtained.

**Note.**—Resumption of duties before the termination of the leave without obtaining the previous permission of the High Court apart from being irregular involves serious possibilities. [G. L. No. 23, dated 28th November, 1933].

### **7. Medical leave.**

**1006.** (1) In every application for leave or extension of leave on medical grounds it must be clearly and invariably stated whether or not the leave or furlough applied for is on medical certificate under the proviso to rule 81 (b) (ii) of the Fundamental and Subsidiary Rules or under the Civil Service Regulations, as the case may be. In either case the application must be accompanied by a certificate and a statement of the applicant's case in the form prescribed by Subsidiary Rule 221 (inserted by slip No. 190) of the Fundamental and Subsidiary Rules, signed by the Civil Surgeon or the official medical attendant of the applicant who, in the case of officers in Calcutta, is the Professor of Midwifery, Medical College, Calcutta. District Judges should before forwarding applications for leave on medical certificate, see that these requirements have been fulfilled.

(2) On receipt of the certificate and the statement, will be made by the High Court for the examination of the applicant by the Medical Committee, the appearance before which body, it should be clearly understood, is compulsory, except when his health is certified by a medical officer, commissioned or in charge of a civil station, to be such as to make it inconvenient for him to appear before the committee. It is only when such a certificate is forthcoming that the Court will consider whether to exempt him from appearing before the Committee and accept in lieu of the committee's certificate, either:—

- (a) a certificate signed by two medical officers, commissioned or in charge of civil station, in whichever province they may be serving, or,
- (b) a certificate signed by a medical officer, commissioned or in charge of a civil station, and countersigned by the Collector of a district or the Commissioner of a division.

(3) Officers of the Bengal Civil Service (Judicial) should bear in mind the following further instructions:—

- (a) They are not permitted to combine with leave local holidays in general and special holidays for Muhammadan officers (Note under Subsidiary Rule 206 of the Fundamental and Subsidiary Rules).
- (b) If they have been granted leave or extension of leave on medical certificate, they are not permitted to return to duty until they have produced a certificate of fitness in the prescribed form (*vide* Government of India's orders below Rule 71 of the Fundamental and Subsidiary Rules) to be signed by a medical officer, commissioned or in charge of a civil station. Such certificates are to be submitted immediately before the expiry of their leave.

**1097.** (1) All officers of the Bengal Civil Service (Judicial) about to proceed on leave of any description for one month or more (the vacation included) shall, before they quit their stations, furnish the heads of their departments with their addresses while on leave.

(2) District and Sessions Judges are requested to report invariably to the High Court their own leave addresses and the leave addresses of the Subordinate Judges and Munsifs of their district prior to departure from their station on leave of any description for a month or more (the vacation included).

**Note.**—Officers of the Bengal Civil Service (Judicial) should also leave their addresses with the District Judge whenever they proceed on leave for any period less than a month, or avail themselves of gazetted holidays or are being transferred to another station. District Judges should in similar circumstances notify to the High Court their own addresses.

## CHAPTER 48.

### ANNUAL INSPECTIONS.

**1098.** The District Judge is required to inspect personally the work of all the courts and offices under him ordinarily every year and to submit notes of inspection to the High Court as soon as possible after the inspection. An inspection must however be made of the courts at district headquarters once every year and at outlying stations once in two years and an explanation should be given in each case if such inspection is not carried out. The inspection should as far as possible be on consecutive days and not spread over a number of days at intervals. The District Judge should avoid making a long tour for inspection and the journeys undertaken for the purpose should be accomplished with all convenient speed.

**Note.**—The District Judge cannot delegate his power of inspection of subordinate courts to the Additional Judge or any other judicial officer. If he is unable to inspect personally at the proper time on account of his being occupied with the hearing of any case of unusual length or for any other good reason he should explain the circumstances and take orders of the High Court on the subject.

**1099.** (1) It is from inspections and the individual contact between District Judges and presiding officers of the subordinate courts that the best results are obtained. It is desirable that at the time of inspection the District Judge should assemble a conference of all the judicial officers at the station with a view to promote closer relation between him and the subordinate judicial officers and to discuss and explain all matters affecting the judicial administration. Their needs, doubts and difficulties may be discussed and views exchanged frankly and freely. A few representatives from the Bar may also be invited at the closing stage so that they too may take part and give expression to grievances, if any.

(2) The District Judge should also convoke a judicial conference at sadar of all judicial officers of the district on a fixed day each year. The conference should not last longer than two days and should where possible be arranged to take place during holidays. Such a conference should afford special facilities to the District Judge for securing a personal knowledge of the officers under him and discussing their doubts and difficulties. A District Judge can make such a conference a convenient opportunity for discussing the affairs of each court with the Judge concerned, for examining the state of his files and for ascertaining the progress of his work, his need for assistance and kindred matters. To facilitate consultation each Judge should bring with him and lay before the District Judge a report of inspection of his office and the departments in his charge unless an inspection has already been held by him within the preceding twelve months. A copy of the Conference Report should be sent to the High Court.

**1100.** (1) The object of an inspection is to satisfy the District Judge and through him the High Court that the courts are functioning properly, that the rules prescribed are understood, that the work, judicial,

departmental and ministerial, in each of the subordinate courts is conducted strictly according to law and according to the rules prescribed by the High Court; that it is disposed of with regularity, punctuality and efficiency; and to detect and correct errors, omissions and irregularities.

(2) Inspection which is the most important part of supervision should be constructive. The inspecting Judge should aim at discovering the difficulties of the officer whose work he is inspecting, and helping him to meet them. While his duty is, on the one hand, to observe and correct errors, he is also to encourage, give credit for the good work done, assist and advise. He should hear the officer patiently if he has anything to say and should clearly and courteously explain all difficulties occasioned by inexperience, want of proper guidance or appreciation of rules, change of system, and should invite free communication on all topics of mutual concern.

(3) Most faults discovered are due to want of guidance and that guidance can be best given personally. It is difficult to give it effectively by written orders. It is due to absence of personal touch that graver defects have come into being. The rules and circular orders are made with a definite object and are good in themselves. The flaw has been that they are not observed and that supervision has not been sufficiently effective to compel observance.

(4) The District Judge's real task in inspection is to discover the manner in which presiding Judges conduct their case work. The quality of judicial work can hardly be judged sufficiently at the time of inspection, but it is for the inspecting officer to see whether the presiding Judge is an efficient organiser and supervisor.

(5) The work of inspection may be divided into three branches:—

(a) *Judicial*.—Referring to the procedure in the court and the actual work of the judicial officers.

(b) *Departmental* (i.e., office work).—Referring to the registers, accounts, files, bills, statements, returns, etc., kept and submitted in conformity with the orders of the High Court.

(c) *Ministerial*.—Referring to the carrying out of the orders passed by the judicial officers.

**1101.** The High Court have had complaints from time to time that the practical work of inspection is generally left to the sheristadar of the District Judge. Inspection being the most important part of supervision and occasions for inspection being few and far between, the time spent on inspection is never wasted or ill-spent. The High Court therefore desire it to be clearly understood that the opportunity presented at the time of periodical inspection of personally acquainting himself with the manner in which business of all kinds is conducted in each of the subordinate courts should be fully availed of by the District Judge and the work under the three heads above should be done by the Judge himself. If extraneous help be indispensable on any occasion, which should be rare, the District Judge may take the assistance of a ministerial officer preferably not his sheristadar but an intelligent and less senior clerk from any office at district headquarters or from the offices under inspection, for the purpose of collecting materials from registers, account books, etc., which should be verified by the District Judge himself before drawing up his inspection notes. A different ministerial officer should be employed each time and such officer should not be sent in

advance, nor should he remain at any station after the District Judge has left it. If the assistance of any ministerial officer has to be taken, it should be confined within clearly defined limits, *e.g.*, checking totals, stocks, details of clerical work, etc., and should be restricted only to office work done by ministerial officers of the establishment. He must not look into the diary, order-sheet, records of cases, etc., nor must he offer any remark connected with judicial work, judicial procedure or judicial administration. The name and office of the ministerial officer whose assistance is taken should always be stated in the letter sent with the inspection report.

**1102.** If any seeming defects or irregularities are noticed in the course of the inspection, the officer concerned should be given an opportunity to explain them on the spot.

**1103.** A copy of the notes on inspection should, as soon as possible after the inspection, be sent to the presiding Judge of the court concerned for his information and guidance with such instructions within the scope of his authority as the District Judge may think fit to give.

**Note.**—When an officer has left the station before or after the inspection and defects and irregularities are found in his work, a copy or extracts from so much of the inspection report as concern him should be forwarded to him wherever he may be.

**1104.** If the District Judge has occasion to make unfavourable comments on the work of any Court, the name or names of the particular officer or officers who are found responsible for the defects or irregularities should invariably be given in the inspection report.

**1105.** If there is in the notes of inspection any comment on some irregularities or defects on which the judicial officer concerned desires to offer any explanation, he should send it to the District Judge who shall forward it to the High Court with his remarks thereon.

**1106.** (1) To facilitate inspection and to save time, a form [No. (M) 7] has been prescribed for the inspection of the subordinate courts and in future the inspection notes should as far as possible be restricted to the printed form. Answers to the questions are to be recorded on the space provided on the right side of the form. As to the manner in which the judicial work is performed, the notes should deal comprehensively with irregularities and defects observed in reference to the relevant questions in the form. It is not necessary to enter in the inspection notes every mistake found, though all such mistakes should be intimated to the court inspected. It may be that the District Judge will not have occasion to examine thoroughly at one inspection all the facts necessary to answer all the parts of a question, but every effort should be made to enquire into all of them.

(2) The list of questions is not intended to be exhaustive or to restrict the inspection to those points only which it contains. If in his opinion any department or branch of work demands detailed examination involving close attention and strict scrutiny, the District Judge should append a separate report regarding it. The result of the examination of records should be detailed on separate sheets of paper.

**Note 1.**—For form of inspection, see Appendix I to this Part.

**Note 2.**—Every endeavour should be made to inquire into all the questions noted in the form, but if this is not possible for shortness of time the more

important of the questions should be investigated and reported on. Moreover, when time may not be available for a complete and elaborate inspection, it is desirable that the District Judge should make a thorough inspection of some departments or sections only, rather than a cursory inspection of all: those remaining should receive attention at the next inspection.

(3) Discussion of collateral questions or matters of special interest or importance (*e.g.*, the need for modification or introduction of a rule), or of questions of doubts or difficulty arising upon the rules and orders of the High Court and any suggestion in that connection is out of place in the inspection notes: such matters should form the subject of separate communications.

**1107.** A defect register shall be maintained in every subordinate court in which all defects and irregularities commented upon by the District Judge in his inspection notes and the direction, etc., of the High Court thereon should be noted and the steps taken to remedy them should also be recorded. The inspecting Judge should call for the book and see what action has been or is being taken on previous inspections and note any undue delay or omission in this respect.

**1108.** Every Subordinate Judge and Munsif must inspect once a year the office attached to his court and any other office of which he is in charge. A report on such inspection should be submitted to the District Judge, who should deal finally with any points that arise, unless their nature and importance is such that in his opinion, they should be referred to the High Court.

**1109.** At the time of his inspection, the District Judge should refer to the latest inspection note by the officer concerned of his own court and report whether he failed to detect errors and omissions in procedure which the District Judge detected and which the officer could, with reasonable care, have detected and rectified in advance. [General Letter No. 7 of 1932.]

**1110.** Every District Judge and Additional District Judge, should inspect the offices of his own court once a year, or, if this be not possible, an inspection should be made by some gazetted officer deputed by the District Judge. An inspection by the District Judge or Additional District Judge must, however, be made at least once in every two years. The District Judge or Additional District Judge should deal finally with any points that arise, unless their nature and importance is such that in his opinion they should be referred to the High Court and in any case a copy of the report of inspection should be sent to the High Court.

**1111.** As the quantity of work done cannot fairly be judged by figures alone, a District Judge when inspecting a subordinate court should consider whether the outturn of work of the presiding Judge has been sufficient having regard to the character of litigation, the state of the file he has had to deal with and other factors that may be present. Just as a small outturn does not necessarily mean careful and painstaking work, so the mere numerical disposal of an officer is not by itself a true indication of the amount of time and energy expended on it. The real significance of the quantity or the want of it is to be seen by submitting the work performed to a detailed examination—one way being to take a few days from the diary at random and to go through

in detail with reference to the records of every case or proceeding entered for those days all the work that was done. This should invariably show how an officer spends his time and in what manner business is conducted.

**1112.** (1) The district record room should be thoroughly inspected at least once in each year by the District Judge himself, or should he be unable to do so for any reason which should be explained, by such gazetted officer, preferably other than the Judge in charge of the record room, as he may depute for the purpose. An inspection by the District Judge personally must however be made at least once in two years. A copy of the report of each inspection should be sent to the High Court with as little delay as possible.

(2) An officer inspecting the record room should call for the inspection guard file to see what action has been or being taken on previous inspection, and to note any undue delay or omission in this respect.

(3) To facilitate inspection, a form [No. (M) 7A] has been prescribed. The list of questions in this form is by no means exhaustive of the many matters as to which the inspecting officer may usefully inquire. If any particular matter or branch of work requires detailed examination, the inspecting officer should inspect it as fully as possible and append a separate report.

**Note.**—For form of inspection, see Appendix II to this Part.





## APPENDIX I.

### FORM No. (M) 7.

#### Form of Inspection. (See rule 1106.)

##### *Instructions.*

1. An inspection has no particular concern with judicial work. The quality of an officer's judicial work can best be judged by appellate courts, but his capacity as an organiser and supervisor are best judged from an inspection of his court and office. The main object of an inspection is to ensure that the office is working well and is efficiently and periodically supervised by the judicial officer, concerned.

2. Attention is invited to rules 1098 to 1111 of chapter 48, Part IX, Civil Rules and Orders, Volume I.

3. It should be particularly ascertained whether the rules prescribed and the directions given by the High Court are properly understood and regularly carried out and whether due regard is paid to the convenience of the litigants and the public. Defects or difficulties occasioned by inexperience or want of appreciation of the rules are best removed by guidance given personally. It is difficult to give it effectively by written orders.

4. Discussions of collateral questions or matters of special interest or importance (*e.g.*, the need for modification or introduction of a rule) or of questions of doubt or difficulty arising upon the Rules and Orders of the High Court and any suggestion in that connection, which should form the subjects of separate communications are out of place in the inspection notes.

5. If more space is required for the answer to any question than the form allows, an additional sheet of paper appended to the form should be used.

6. Elaborate notes on particular registers with full details as to the entries need not be submitted to the High Court by District Judges with their notes of inspection. They are doubtless of great use to the inspecting Judge, and the office concerned to whom errors, omissions and the faulty manner of maintaining registers should be pointed out, but it is not necessary to send them to the High Court unless such details are warranted by any of the set questions in the inspection notes or are considered necessary by him to illustrate the results of his inspection. The District Judge should as far as possible summarise in his own words for the information of the High Court, the result of his scrutiny.

##### **Notes of inspection.**

Inspection of the Court of the Subordinate Judge/Munsif of  
on

This Court was last inspected by  
on

Name or names of presiding Judge or Judges since the last inspection and the period during which each held office.

Date of joining of the present presiding Judge—His special powers, if any.

When was the last annual inspection made by the presiding Judge?

On what dates did he inspect his office during the twelve months preceding the date of the present inspection?

## I.—Judicial work and procedure.

1. (a) Is the Judge regular in attendance and does he generally sit for the prescribed hours?

(b) Does he commence judicial work of the day punctually at 11 a.m. (rule 2)? (Note the time when administrative work is ordinarily done.)

(c) Does he regularly sit correctly robed in court and enforce wearing of robes by pleaders?

(Examine a sufficient number of records in order to be able to determine the points under the following questions.)

(d) (i) Are cases generally taken up for hearing in their chronological order?

(ii) Does it appear that simple cases are picked out to make a show of number by putting aside or adjourning difficult work?

(iii) Are the instructions in Rule No. 885, Ch. 35 followed in showing cases disposed of without contest and on full trial? Does it appear that cases decided on nominal contest or with show of contest are treated in the returns as contested work?

(e) (i) Is precedence given in the day's work to the cases which are frequently adjourned?

(ii) Are cases ordinarily heard piecemeal or *de die in diem* as required by Or. 17, r. 1 (Rule 152)?

(f) Are issues framed by the Judge himself after hearing the pleaders and parties, when necessary (Rule 155, chapter 8)?

2. (a) Are adjournments generally granted leniently?

(b) (i) Are dates once fixed for peremptory hearing strictly adhered to and adjournment refused except on good grounds?

(If too many adjournments have been given in such cases, give instances.)

(ii) Are adjournments granted or refused on sufficient grounds?

(c) (i) Are arguments heard as a rule after the trial is over [Rule 146 (6), chapter 7]?

(ii) If adjournments for arguments are given, are they short and are the reasons sufficient?

3. (a) Is the diary kept neatly and legibly and cases are entered in advance and arranged in the manner indicated in Rule 12, Chapter I?

(b) Are cases fixed for peremptory or final hearing, with a view to ensure disposal on the days fixed [Rule 144 (2), chapter 7]?

(c) Is sufficient work fixed for a day and are dates of hearing fixed by the Judge himself with due regard to the state of file and the convenience of parties [Rules 143, 144 (1), Chapter 7]?

(d) Is more work fixed for a day than can be done in the day thereby involving frequent adjournments from press of work (Rule 144, Chapter 7)?

(e) (i) Is the short case diary maintained properly and regularly (Rule 13, Chapter I)?

(ii) Does it show that proceedings are conducted and processes are issued and returned with regularity and despatch?

4. (a) Is a systematic and intelligent use made of the rules relating to discovery, inspection, admission, etc. (Rule 153)?

(b) Does the presiding Judge give definite directions in these matters on his own initiative under section 30, Civil Procedure Code, as a part of his ordinary duty even though the parties or their pleaders do not take any action?

(c) Is unfailing use made of the provisions in Or. 12, r. 2 in the matter of disallowing costs when documents are produced and proved without previous notice to admit?

5. (a) Does the Judge insist on commissions being applied for at the proper stage and costs and other requisites being put into court within the time fixed before commission is issued? (Rules 273, 274).

(b) Are prayers for commissions at a late stage of the suit generally entertained?

(c) Are orders for local investigation drawn up in the hand of the Judge (Rule 313) and do the proceedings contain full instructions regarding the commissioners' duties? (Note 1 to Rule 314).

(d) (i) Are time-limits fixed in commissions for the examination of witnesses? (Rule 295).

(ii) Are they adhered to?

(e) Is proper control exercised over the commissioners and does the Judge see that commissions are generally executed within the time fixed without repeated extensions?

(f) Are all commissions distributed in strictly fair order (rules 282, 283 and 319)?

(g) Is the remuneration allowed to commissioners suitable?

6. (a) Are interlocutory orders like attachment before judgment or arrest before judgment or injunction granted *ex parte* too freely without sufficient reason and without care to impose terms? (Rules 332 and 333).

(b) Are interlocutory matters finally disposed of within the shortest possible time?

7. Does the presiding officer direct his attention to the following rules and does he exercise a sound discretion in their application? (Separate answers should be given under each heading on those points which can be ascertained from the inspection of records):—

(a) Order 1, rule 8.

(b) Order 5, rule 20.

(c) Order 6, rules 2-13.

(d) Order 7, rule 3.

(e) Order 7, rules 14-18.

(f) Order 8, rules 2-5.

(g) Order 9, rule 9.

(h) Order 9, rule 13.

(i) Order 10, rules 1-4.

(j) Section 30, Orders 11 and 12.

(k) Order 13, rules 1-2.

(l) Order 17, rules 1-3.

(m) Order 21, rule 17(1).

(n) Order 23, rules 1, 3.

(o) Order 32, rules 3-4.

(p) Order 32, rules 7-8.

(q) Order 34, rule 1.

(r) Order 38, rules 1-12.

(s) Order 39, rules 1-10.

(t) Order 40, rule 1.

8. (a) Are order-sheets neatly and properly written up? Is the writing legible?

(b) Is action promptly taken on orders passed and the fact noted with date in the last column of the order-sheet?

(c) Are orders on petition passed without unnecessary delay?

(d) Are orders requiring judicial discretion or discrimination generally drawn up in the hand of the Judge and do they contain adequate reasons?

(e) Are draft orders written by the clerical staff scrutinised before signature?

9. (a) Are adjournment costs allowed in deserving cases (Rule 148, chapter 7)?
- (b) (i) Is any attempt made to see that adjournment costs are not diverted to purposes other than that for which they are intended (Rule 150, chapter 7)?
- (ii) Are such costs paid into the hands of parties present in court whenever practicable [Rule 150 (5), Chapter 7]?
- (iii) Do the Court insist on the filing by pleaders of receipts showing that moneys paid to or withdrawn by pleaders on account of adjournments and other costs have been paid to the clients [Rule 150(3), Chapter 7]?

10. (The District Judge should sit for at least half an hour with the presiding Judges).

- (a) Can the Judge maintain order and discipline in court?
- (b) Is business in court conducted strictly according to law and with despatch?
- (c) Did he appear to grasp the law and the facts of the case that was being tried?
- (d) Is evidence recorded swiftly and properly and appreciated?
- (e) Can he control irrelevant, prolix and fishing cross-examination?
- (f) How are the members of the Bar, the litigants and witnesses treated?
- (g) Was the work observed in Court properly conducted by the Bar?
- (h) Is memorandum of evidence recorded in non-appealable cases in the manner provided in Order 18, rule 13 or deposition is recorded at length?
- (i) (i) Does the Judge insist on strict compliance with the provisions of Order 13, rule 1?
- (ii) Are documents which should have been produced in accordance with Or. 13, r. 1, received too frequently at any subsequent stage? When received, are reasons recorded in the Judge's hand? And are the reasons proper?
- (j) Are admissions or denials of documents recorded in the Judge's hand?

11. (a) Are the evidence recorded and the judgments written in *ex parte* cases sufficient? (Rule 169). And are *ex parte* cases generally disposed of on the days fixed for such hearing?

(b) Are entries in the Small Causes book too prolix or too short?

(c) Are proper judgments written in Small Cause Court cases? (Rule 162). And are decisions given generally on the days the cases are heard?

[Examine a sufficient number of records in order to be able to determine the following points.]

12. Are the instructions contained in the Manual of Instructions for the conduct of civil cases properly understood and carried out?

13. (a) Do execution cases receive the same amount of attention as original suits (Rule No. 193)? Does the presiding officer exercise proper control over the execution of decrees?

(b) Are execution cases generally neglected or needlessly prolonged? Is the Judge fully conversant with the work of his office in this respect?

(c) Are objections filed in execution cases resulting in miscellaneous cases expeditiously disposed of?

14. (Cause List, etc.)—

(a) Are daily cause list and weekly list of cases fixed for peremptory hearing exhibited regularly and at the prescribed hours? (Rules 14 and 145).

(b) Is the daily list of plaints, appeals and miscellaneous and execution petitions registered with first dates of hearing exhibited regularly at the prescribed hour? (Rule 57).

(c) Is the sale list prepared and stuck up in the court as required by Rule 233, Chapter I?

(d) Are all other lists and information books written properly, and made available to the public every day within the prescribed hour? (Rules 15, 185, 630, 657, etc.) And does the Judge see to it that it is done?

(e) Was any complaint made by pleaders, etc., regarding the non-observance of the rules relating to the regular publication of such lists, etc.?

## II.—Working of establishment, etc.

15. (a) (i) State number of officers employed.

(ii) Is any member of the establishment over 55? How many extensions has he got? Is he quite fit physically and mentally?

(iii) Is the work of each man duly apportioned? Suggest improvements, if any.

(b) Is the number of clerks sufficient for carrying on the work of the office with efficiency and despatch?

(c) Clerks related to each other? Or to any pleader?

(d) (i) How long have the Accountant, Nazir, the Execution Clerk and the Bench Clerk served in their respective posts (either in this court or elsewhere)?

(e) Has the District Judge considered the question of any officer's being transferred to another post or another station if he has been in the same post or at the same station for an unduly long period? (rule 1007).

16. (a) Duty cards maintained and up-to-date? (Rule 1037).

(b) (i) Circular Orders and General Letters carefully and systematically preserved and indexed? All correction slips relating to the Civil Rules and Orders pasted as they are received and the index to addenda and corrigenda slips regularly written up?

(ii) Separate files for Government Circulars, Accountant-General, Bengal's letters, correspondence, returns, etc., maintained?

(c) (i) Attendance register regularly kept and attendance generally regular?

(ii) Has presiding Judge attempted to check irregularity, if any?

(d) Casual leave register properly kept and rules followed? Leave too freely granted?

(e) Returns, reports, opinions, replies, indents, etc., sent with promptitude?

(f) Are the register of papers received and the register of papers despatched properly maintained?

(g) Is the pending list (Rule 1035) regularly written up and do entries show prompt despatch of business?

17. (a) Registers more than 12 years old sent to the record room?

(b) Unexhibited documents kept separately and returned promptly? (Rule 482).

And those not returned within 6 months—destroyed periodically as required by Rule 485?

(c) (i) Records of disposed of cases transmitted to the record room within due date?

(ii) When was the last date of despatch and when were the records despatched?

(d) (i) Orders for attachment or release of estates promptly notified to the Collector (Rules 217 and 218)?

(ii) Quarterly statement of sales of such estates regularly forwarded to the Collector (Rule 248, Chapter 1)?

(e) Landlords' transfer fees promptly transmitted and copies of chalang regularly received from Collector? And notices, etc., are then promptly sent to Collector (Rules 381 and 382)?

Register prescribed by Rule 383 properly kept and inspected periodically?

18. (a) (i) Examine some affidavits sworn in regard to facts (i) within the deponent's knowledge and (ii) stated from information or belief and state if they are in proper form (Rule 40, Chapter 1)?

(ii) Commissioner's endorsement contains the particulars required by Rules 42-44, Chapter 1?

19. (a) (i) Decrees generally drawn up within the prescribed time and with care and in the order of the dates of disposal (rules 177, 183 and 184)?

(ii) Does the Sheristadar supervise and draw up decrees in important cases? Are the directions in Note 1 of rule 486 followed?

(iii) Are decrees properly drawn up and are they self-contained (Rule 178, Chapter 9)?

(iv) Preparation of decrees announced in the notice board before signature (Rule 185)?

(v) Decrees in pauper suits promptly sent to Collector?

20. (a) Does the Sheristadar inspect periodically the registers, etc., kept by the other officers and is the supervision sufficient? (Rule 1035).

(b) State general impression about the state of the office, the orderly conduct of business and the efficiency of the staff.

### III.—Examination of Records.

*(Examine a sufficient number of records of cases disposed of and pending taken at random and state).*

21. (a) If complaints are generally accompanied by copies, form of summons, fees for service thereof [Or. 7, r. 9 (1-A)] and party's address (Rule 21, Chapter I)?

(b) (i) If complaints, petitions and appeals are received on proper stamp and are the stamp centres duly punched?

(ii) Are too many complaints allowed to be filed with insufficient court-fee?

(iii) Are many adjournments granted for making up the deficit? And are the reasons sufficient?

(c) (i) If fees and processes are accepted frequently after expiry of the period originally fixed without sufficient reason?

(ii) Processes promptly sent to the nazarat? (rule 107).

22. (a) (i) If petitions are drawn up in accordance with Rules 20 and 26, Chapter 1?

(ii) If petitions and pleadings in clearly legible writing and with the required margin insisted on [rule 20(1)]?

(b) If exhibited document is marked and endorsed in the manner required by Order 13, Rule 4?

(c) How document is returned when rejected?

23. Are dates fixed for final hearing with something approaching to certainty that the cases will actually be heard on the dates so fixed without having recourse to needless adjournment from month to month although the court does not expect for a moment that they will be taken up for hearing on any of the dates thus fixed (Rule 144, Chapter 7)?

24. (i) Whether prosecution of execution cases have been allowed to be done leisurely or negligently (Rule 193, Chapter 10)?

(ii) Whether too long a time has been given for service of any process and if service has been regular?

25. (i) Have there been too many applications under Order 9, Rule 4, or Order 9, Rule 9 or Order 9, Rule 13, etc.? If so, suggest reason?

(ii) Are they too readily granted?

(iii) Is proper use made of the power under s. 151 C. P. Code (Para. 34 Civil Suit Instructions Manual)?

20. (i) Are the rules in Part III regarding classification of suits followed?  
 (ii) Are records split up into requisite number of files and properly indexed?  
 (iii) Are table of contents written up as papers are filed?

#### IV.—Registers.

(Compare the entries with some records taken at random and state).

##### 27. Registers of suits—

(a) Registers of title suits, rent suits, money suits (including small cause) correctly and neatly kept?

(b) (i) Entries up-to-date and made in accordance with the instructions at the foot of the registers?

##### Circular Order No. 3 (Civil) of 1933.

(ii)  
of en

(c)  
action

In the Form of Inspection, Appendix I to Volume I, Civil Rules and Orders.

(ii)

(a) Delete the 3rd item "Register of applications to sue in forma pauperies" from question 28(2), page 447;

(iii)

(iv)

(v)

(vi)

(vii)

(viii)

(ix)

(x)

(xi)

(xii)

(xiii)

(xiv)

(xv)

(xvi)

(xvii)

(xviii)

(xix)

(xx)

(xxi)

(xxii)

(xxiii)

(xxiv)

(xxv)

(xxvi)

(xxvii)

(xxviii)

(xxix)

(xxx)

(xxxi)

(xxxii)

(xxxiii)

(xxxiv)

(xxxv)

(xxxvi)

(xxxvii)

(xxxviii)

(xxxix)

(xl)

(b) Delete the 5th and 6th items "Register of fines and forfeitures" and "Register of refund of value of court-fee stamps" from question 29(b), page 448, and

(c) Substitute the words "the District Record Room" for the word "Sadar" in line 1 of question 32(iii), page 449.

By order of the High Court,

R. F. LODGE,  
Registrar.

##### Memo. Nos. 1924-1947R.O.

(Take some items from these registers and compare them with the suit register.)

##### (2) Register of draft sale-certificate—

(a) Are draft sale certificates properly and promptly drawn up?

(b) Undue delay in complying with applications for sale certificates—

(i) in calling for deposit of stamps?

(ii) in the preparation and supply of the certificates after deposit?

(c) Are sale certificates prepared and delivered strictly in the order in which applications are made?

(d) Copies of certificates sent to the registry office promptly?

##### (3) Register of application for return of documents—

(a) Applications for return complied with promptly and proper receipts taken?

(b) Documents returned strictly in the order in which applications are made?

(c) All applications entered whether rejected or granted?

##### (4) Register of stamp duty and penalty—

(a) Copies of impounded documents sent to the Collector promptly (Section 38, Stamp Act and Rule 421)?



- (b) Sums levied collected at once and remitted to the treasury promptly?
- (c) Certificate of realisation promptly sent to the Collector (Section 38, Stamp Act)?
- (5) *Register of court-fees and petitions—*
- (a) Are they properly and neatly maintained?
- (b) Compare register of court-fees with some petitions, plaints, etc., taken at random and state result.
- (c) Order on petitions generally passed on the day they are filed?
- (6) *Register of decrees sent to or received from other courts for execution—*
- (a) Register properly maintained?
- (b) Have decrees for the execution of which no application has been made promptly returned at the end of 6 months? (Rule 266).
- (c) Are result under section 41, Civil Procedure Code, certified without undue delay? (Rule 266).
- (7) *Register of records received from the record-room or any court—* Properly maintained and records returned promptly?
- (8) *Register of recognised clerks of pleaders—*
- (a) Is the register properly maintained and revised annually?
- (b) Are applications for annual renewal of cards made within the prescribed time and orders passed promptly (rule 979)?
- (c) Is care taken not to issue cards to clerks who writes a bad or illegible hand?
- (9) *Service Registers—*
- (a) Are they maintained in respect of every permanent member of the establishment?
- (b) Are they in good condition and kept under lock and key by the chief ministerial officer and the Nazir?
- (c) Are the entries up-to-date, verified annually and certified to that effect by the presiding officer?
- (d) Are leave accounts maintained correctly and in the proper form, up-to-date and periodically checked and attested?

#### V.—Accounts.

29. (a) (i) Are all account books paged throughout and certified before brought into use?
- (ii) Are all corrections correctly made and initialled?
- (b) Are the following registers properly maintained and up-to-date?—
- Register of chalans;
  - Register of payment orders;
  - Daily register of deposits (A and B);
  - Clearance register of A deposits;
  - Register of fines and forfeitures;
  - Register of the refund of value of court-fee stamps;
  - Register of judicial deposits (other than civil deposits and peremptory receipts) and refunds therefrom?
30. (i) Compare cashier's cash book with the register of chalans and payment orders and state result (Rule 795).
- (ii) Compare the register of deposit, receipts and repayments with each other and with the register of chalans and the register of payment orders and state result (Rules 808 and 809).

(32) Compare the clearance register with the register of A deposits received and state result (Rule 831 *et seq.*).

(33) Is the receipt of daily advice list from the treasury insisted upon?

(34) Compare some treasury advice lists with the register of chalang and payments and state result.

31. Are attachments of amounts or prohibitory orders relating thereto duly noted in the deposit register?

32. (i) Examine the register of payment orders No. (A) 16 and register No. (R) 38 and note whether there has been undue delay in passing and making over payment orders. (Rule 778.)

(ii) Is there any case of undue preference to applicants of later date?

(iii) How many payment orders were returned from Sadar without counter-signature on the allegation of defect during the last six months? (Rule 780). If the number is too many, suggest remedy.

Do the cashier and the accountant sit in different rooms?

#### VI.—Nazir's and Cashier's accounts.

33. (a) (i) Are the following accounts duly maintained:—

Contingent register;

Contract contingent register?

(ii) Are the vouchers duly filed and cancelled?

(b) Establishment pay register.

(c) (i) Register of service postage stamps.

(ii) Do the entries correspond with the entries in the register of correspondence?

(d) (i) Permanent Advance Register.

(ii) Is the balance struck when contingent bills are drawn?

(iii) Is the permanent advance amount correct on verification of cash and vouchers?

34. (i) Is the cash book written up daily?

(ii) Are the heads of account properly classified?

(iii) Is the daily balance struck written in words as well as figures?

(iv) See that the balances are correctly brought forward to the next day's account.

(v) Is the cash in hand correct on verification with the entries in the register?

(vi) Does the Judge in charge verify the cash balance every day? (Rule 795).

35. (a) Is the cash balance sent to the treasury at the close of each day (Rules 753 and 797)?

(b) Is the cash balance at outlying stations reduced by regular remittance to the treasury? Is any difficulty felt in securing police escort when needed? Suggest remedies.

36. (a) Does the cash book show scrutiny by the accountant at the close of each day (Rule 776)?

(b) Compare several items in the treasury pass book with the cash book and state result.

(c) Are remittances of Rs. 500 and over signed by the Treasury Officer?

37. (a) Is the peremptory cash register properly maintained and correctly entered?

(b) Does it bear evidence that the accountant examined the entries each day with the counterfoils of receipt books and with payment vouchers? Is the supervision effective?

(c) Compare a few items in the peremptory cash register with the receipt books and state result.

(d) (i) Is the maximum fixed for peremptory cash adhered to and is it adequate?

(ii) Does the cash exceed the limit? If so, how often during the last one year? Suggest remedy.

(e) (i) Is systematic attempt made to reduce excess over the limit by transfer to civil deposits?

(ii) Are transfers made in lump or are the oldest items or items not likely to be soon paid selected for transfer? (Note if such transfers have been made only a few days before the expected inspection).

38. (i) Is the sale account register properly kept and put up before the presiding Judges at the close of the day?

(ii) Is the forfeiture of the earnest money or the payment of the balance of purchase money watched?

39. (i) Are credits to Government (e.g., earnest money forfeited, intestate properly unclaimed, sale-proceeds of stores, furniture, etc.), correctly and promptly made?

(ii) Are stamp duties and penalties recovered separately credited?

40. (a) (i) Is the register of movables attached properly maintained? (To be answered with special reference to columns 9, 10, 11, 13.)

(ii) Are the arrangements for keeping attached movables and live-stock satisfactory?

(iii) Is there any movable property in the Nazir's custody available for return to parties but not claimed by them? If so, what steps have been taken to dispose of it?

(b) (i) Is the register of jewellery, securities, etc., properly maintained?

(ii) Examine the register and compare the actual stock in the hands of the Nazir.

(iii) In whose custody are the security deeds? Are they tested periodically?

41. (i) Is application made and is the order of the courts concerned taken by the Nazir before refund of unexpended diet money or other amounts in the peremptory cash? (Rule 792).

(ii) Are there too many refunds at one time? If so, is there reason to suppose that information regarding the items was furnished by the officers in the nazarat?

42. (i) Do the Nazir's account books show that the Sheristadar inspects them periodically as required by Rule 855, Note?

(ii) How often does he inspect?

## VII.—Nazarat Department.

43. (a) Are the rules in Section 2, Ch. III regarding arrangement of work and distribution of processes understood and followed?

(b) Examine the division of beats and the villages comprised within each beat and suggest improvements, if any?

(c) (i) Are processes distributed evenly and impartially among the peons with due regard to the number and class of processes and beats? Examine the register of processes distributed and state result?

(ii) Is there any complaint by the process-servers regarding the distribution of processes?

(d) What procedure does the Nazir adopt to secure such even distribution? Suggest improvements, if any.

(c) Are all the process-servers given both short-beat and long-beat work in order to equalise work?

(d) Report if some peons are systematically employed in short-beat work.

(f) Does the Judge in charge preside over the distribution of processes from time to time? (Rule 106).

44. (a) Are processes issued from the nazarat without undue delay (rule 104)? And are they returned after service to the courts concerned within the prescribed time (rule 113)?

(b) Are the dates fixed for return sufficient? And are processes generally returned served within the dates fixed?

(c) Are cases of undue delay brought to the notice of the Judge in charge and dealt with by him? (Rule 100).

(d) Are many processes returned unserved on the allegation of want of time? Ascertain whether the Nazir or the peon was at fault and suggest remedies.

(e) Do the reports of the peons contain the particulars required by the rules? If a process is affixed on a person's house, is it stated in the report what attempt was made to find him out?

(f) Note observance of the rule in Note 2 of rule 77. Are verifications of service obtained from *chaukidars* and *dafadars* as often as possible?

45. (a) Are processes marked "urgent" issued and served with the least possible delay?

(b) Report if there was any negligence or undue delay in effecting service of processes received from courts outside the jurisdiction of the court inspected? (Rule 101, Note 2).

(c) Were there any cases of serious misconduct or neglect of duty on the part of peons? And were the measures taken by the Judge in charge adequate?

(d) (i) Is a copy of the statement in (S) 28 submitted half-yearly to the District Judge?

(ii) In cases in which it has been found that processes have been suppressed, have any enquiries been made into the conduct of the peons?

46. (a) (i) What is the average number of processes executed during the last three working months by a process-server?

(ii) How does it compare with the standard fixed by the High Court?

(b) (i) Is the proportion of personal service of processes and of execution of warrants of arrest and attachment of movables satisfactory?

(ii) State percentages attained in the last three working months giving figures.

(c) (i) What is the average number of days a process-server was out in the mufassal during the last three working months?

(ii) Is it capable of improvement?

(d) (i) Is a copy of the statement in (R) 18 submitted monthly to the District Judge and proper disciplinary action taken in the case of offending peons? (Rule 999)?

(ii) Is the statement prescribed by rule 1000 regularly prepared and submitted?

47. (a) Compare some items taken at random from the process register with the peons' diaries and state result.

(b) Is the diary submitted by the peons immediately on return to headquarters and is it regularly scrutinised by the Nazir? [Rule 100 (2) (iv) and Note 4 to Rule 115.]

(c) Report on the general condition of the discipline among the peons and the efficiency of the administration and if the Judge in charge exercises proper supervision and control over the department.

48. (a) Are the rules regarding grant of receipts by peons for money realised in execution of decrees strictly observed (Rule 202)?

(b) Examine some receipt books of the peons and compare them with entries in the cash-book and state result.

49. (a) Are receipt books for payment into peremptory cash issued by the cashier in conformity with Rule 772?

(b) Is the book number attested with the initials of the Judge in charge?

(c) Is a separate stock book maintained of the receipt books and are all receipts and issues correctly entered?

(d) Is the stock verified annually by a gazetted officer?

(e) Compare the balance according to the stock book with the number in actual stock and state result.

#### VIII.—Copying Department.

50. (a) Examine a number of applications for copies and on a reference to the register of copies ascertain whether the rules in Part IV are strictly observed in every particular step by step before copy is ready. (Each rule should be reported on separately when the prescribed system is not followed.)

(b) Are initial and date invariably put on the application by every clerk through whose hands it passes?

(c) Is the arrangement for lighting, safe custody of records and exclusion of the public satisfactory? Suggest improvement, if any.

51. (a) Examine some of the entries in the register of copies and ascertain whether all the columns are properly and correctly filled up.

(b) Are the entries made contemporaneously with the several stages through which an application for copy pass?

52. (a) Have cases of serious delay occurred—

(i) in furnishing originals from any office;

(ii) in the preparation of copies after receipt of originals;

(iii) in comparing the copies;

(iv) in returning originals after preparation of copies?

(b) Mention the two cases of the longest delay in the preparation of copy and reasons given and whether you are satisfied with the reasons.

(c) Has undue preference been given to applicants of later dates?

(d) Are "Urgent" copies generally given within the prescribed time?

53. (a) Are estimates regarding folios and court-fees regularly notified in the register?

(b) (i) Are applications rejected if folios are not supplied within the prescribed time?

(ii) Examine some rejected applications and ascertain whether they were properly rejected.

(c) Do the estimates generally correspond with the folios actually used in the copy?

(d) (i) Are unused folios actually returned?

(ii) Are copies, information sheets, etc., distributed from time to time in the presence of the Judge in charge?

(e) Ascertain the fees levied for copying some of the maps, plans, etc., and report if they are considered proper.

54. (a) Does each page of the copies contain the prescribed number of words?

(b) Is any attempt made to spread the writing or typing over a large number of sheets than is necessary?

(c) Is the number of words written or typed noted on each page and does each page contain the required number of words?

55. (a) Is typed copy of English documents invariably given?

(b) (i) Does each copyist write or type clearly and neatly?

(ii) Does any typewriter give blurred or indistinct impression?

(iii) Are proper ink and ribbon used?

(c) Are the copies free from error?

56. (a) Do the amount of the monthly bill of the copyists and half the total value of the folios of copies delivered or ready for delivery during the month agree (rule 677)? If not, what is the explanation?

(b) Are the columns in the register of copies showing folios supplied, used and returned unused totalled every month?

(c) Does the total number of folios supplied agree with those used and returned unused?

(d) (i) Are applications examined by the Sheristadar and a report laid before the Judge in charge at the close of each quarter?

(ii) Was any serious defect or irregularity found during such inspections?

57. (a) What is the average earnings for the previous four quarters of—

(i) a typist copyist;

(ii) an ordinary copyist?

(b) Are the earnings up to the average laid down in Rule 666?

(c) If the earnings are below the average prescribed what steps should be taken to reduce the number of copyist and typists?

(d) What is the number of typists and copyists? Has any new appointment been made since the last inspection? If so state reason. (Rule 660.)

(e) Should the services of any copyist or typist be dispensed with on account of old age or unsatisfactory work [Rule 665 (3)]?

58. (a) Report if the Judge in charge exercises an adequate supervision and control over the establishment?

(b) Was carbon paper found in the possession of the typists?

(c) (i) How many applications for information were filed in each court during each quarter of the last year? What were the figures for the previous year?

(ii) Is the number considered small? Suggest reason.

(iii) Is there any reason to suppose that leakage of information or copy is going on?

#### IX.—Forms.

59. (a) Is the register of printed forms properly maintained? Are receipts and issues regularly entered and is the balance struck six-monthly and verified?

(b) Are the forms neatly arranged and issued with due regard to economy?

(c) Is there any stock of superseded forms or any surplus stock beyond the normal requirements of the office during the current supply year?

(d) (i) Are indents made with due regard to the actual stock and the probable consumption based on three years' average? (Rule 1029).

(ii) Was there any supplementary or emergent indent? If so, what was the reason?

(e) Is any form in use in manuscript although the same is available in print? If so, what is the explanation?

(f) Is there any form printed locally? If so, explain its need.

(g) Verify the stock of a few kinds of forms by reference to the balances shown in the stock book and state result.

#### X.—Stationery.

60. (a) Is the stationery register properly kept and are all receipts and issues regularly entered?

(b) Is the stationery neatly arranged and are issues made under the supervision of the Sheristadar with due regard to economy?

- (c) Is the stock periodically verified?
- (d) Is the supply of stationery sufficient?  
Give the value of last year's supply.

#### XI.—Furniture, etc.

- 61. (a) Is a register kept of all furniture and properties of the court properly and are the entries up-to-date?
- (b) Report the condition of the furniture specially in the court room.
- (c) Is the furniture kept in proper repair and periodically varnished?
- (d) Have all unserviceable articles been sold or written off under proper sanction?
- (e) Is the furniture sufficient for the need?  
State the value of the furniture supplied last year.
- (f) Are the witness stand and the pleaders' table at the proper distance from the seat of the Judge and is the general arrangement of the court room satisfactory?
- (g) (i) Is the iron-safe used by the Nazir strong and in proper order? (Both the keys should be produced.)
- (ii) Is it imbedded in the wall or floor?
- (iii) Is there a fireproof safe for depositing wills?
- (h) Are the seals of court, belts and badges of peons and thumb impression sets supplied to them in good condition?
- (i) Are the stamps and punching machines in proper order?

#### XII.—Library.

- 62. (a) Is the catalogue of library books kept up-to-date? Have the books been properly classified and indexed?
- (b) Are the books in proper condition?
- (c) Are the Law Reports and Acts well preserved and are they well and uniformly bound?
- (d) Are there any old and useless volumes which should be weeded out? If so, have necessary instructions been given?
- (e) Is the issue register properly kept and all entries correctly made?
- (f) Is the stock periodically verified?
- (g) (i) Does the court possess annotated editions of Acts which are of frequent use?
- (ii) Are they current editions?
- (h) State the value of books supplied during the last three years.

#### XIII.—Court buildings.

- 63. (a) Is the court-house in a state of good repair?
- (b) If any repairs and alterations are required, have steps been taken to obtain them?
- (c) Are the instructions issued regarding the precautions to be taken against accidents by fire followed?
- (d) Are the verandas kept clear of squatters like pleaders' clerks, stall-keepers, vendors, etc.?
- (e) Is the court compound kept clean?

**XIV.—Record room (outlying station).**

64. (a) Are the Rules in Chapter 21 followed in arranging and dividing the Small Cause Court suit records into groups?

(b) Are the records neatly placed on the racks and well cared for?

(c) Is destruction of records carried out monthly? Are there any records the destruction of which is due?

**XV.—Pending file and Outturn of work.**

65. (1) (a) (i) State the number of cases pending in the files in title suits, money suits, rent suits, Small Cause Court suits, execution cases, appeals, miscellaneous, judicial cases, miscellaneous non-judicial cases, and give also the number pending on same date last year.

(ii) To what causes do you attribute the increase or decrease of the pending file?

(iii) Give the disposals (contested and uncontested) of cases in these files during the last two years.

(b) (i) What is the number of suits and appeals more than one year old? Give separately the figures for 2 years old, 3 years old, etc.

(ii) Is the explanation satisfactory?

(c) What is the number of execution cases more than 6 months and 12 months old? Give the dates of two oldest cases.

(d) Remarks of the judicial officer concerned on the state of his file.

(e) Remarks of the District Judge on the state of the file.

66. Note the general outturn of work during the last two years. (In considering whether the outturn of work is sufficient the test suggested in rule 1111 of Chapter 48, Part IX, should be applied.)

67. (a) Have the thanas been distributed among the several courts at the station so as to secure an even amount of work?

(b) Is any redistribution necessary? If so, suggest what should be done.

(c) (i) Was there any transfer of cases to any additional court or from one court to another?

(ii) Were cases transferred according to the directions in rules 1086 and 1087?

**XVI.—Miscellaneous.**

68. (a) Was the last annual inspection of the presiding Judge thorough, practical and effective?

(b) Were the material defects and irregularities noted in the last inspection made by the presiding Judge remedied? If not, what is the explanation?

(c) Did the presiding Judge fail to detect errors or omissions in procedure which the District Judge detected and which the officer could, with reasonable care, have detected and rectified in advance? (Rule 1109).

(d) Is a defect register maintained (rule 1107)?

Has necessary action been taken with reference to all the material defects pointed out by the District Judge in previous inspections? If not, what is the explanation? Note any undue delay or omission in this respect.

69. (a) Report any legitimate grievances of the judicial officers, the pleaders, the ministerial officers, the process-serving peons and the litigant public that may have been brought to your notice and suggest remedies.

(b) Report on the general condition of the Court and its office, its popularity and the difficulty, if any, felt in its working.



(c) Report on any questionable practice among the ministerial officers or pleaders or their clerks that may have been detected or noticed by you and suggest remedies.

(d) Was there any complaint of touting? If so, how should it be combated?

(e) Note cases of corrupt practice among ministerial officers or peons which came to the notice of the court and the punishment awarded.

(f) Is care taken to see that outsiders are not allowed to enter office or to help the work of the ministerial officers in any way?

Are the control and supervision of the chief ministerial officer in this respect effective (rule 1035)?

(g) Is the arrangement in the office for the conduct of business with the public satisfactory? Suggest improvements.

(h) Note any points as to the pleaders' responsibility in the administration of justice and the points which call for attention by the presiding Judge and the Bar.

## APPENDIX II.

FORM No. (M) 7-A.

Form of inspection of the district record rooms. (See rule 1112).

1. When was the record room last inspected—
  - (a) by the District Judge?
  - (b) by an officer deputed by him for the purpose?
2. Who is the present Judge-in-charge and how long has he been in charge?
3. Who were the officers who successively held charge since the previous inspection by the District Judge? State the period during which each officer held charge.
4. What is the name of the record-keeper and how long has he held the appointment?
5. In the last three years how often has the record-keeper changed?
6. Does the Judge-in-charge inspect the record room from time to time?
7. Is a note-book kept in the record room in which all important orders are recorded?
8. Are inspection notes of the record room put in a guard file arranged chronologically and has prompt attention been paid to previous inspection notes and the defects noticed remedied? If not what is the explanation?
9. (a) Is a plan of the record room hung up in a conspicuous place?  
(b) And does it (or does an index connected with the plan) show the number of rooms, racks and the shelves and the class and age of papers to be found on each?  
(c) Is it prepared and corrected up-to-date? Are corrections made yearly after the periodical destruction of records?
10. (a) Is a statement hung up in the record room showing how to find where a particular document is deposited?  
(b) Take a few records or documents and report whether they were quickly found out by following the instructions.  
(c) Report after a practical test whether each clerk in the record room knows where to find a particular record.
11. (a) Are work cards for each maintained and hung up showing particulars of work done? Are they up-to-date and are dates of assumption of charge of each clerk noted?  
(b) Is the distribution of work fair? Suggest improvement, if any.
12. Does the record-keeper admit keeping or allowing to be kept any unauthorised registers? If so, should they be continued?
13. Is there any arrear in any branch of the work of the record room? If so, state the reason?
14. Are records carefully examined as they arrive batch by batch (Rule 518) and are they arranged and deposited on proper racks without undue delay?
15. Is there any excessive number of records recently received in the record room not examined and deposited in their proper places, in the racks.
16. Take the lists of the bundles of records received during the last six months and note—
  - (a) if they were received on due dates from all courts;
  - (b) were the different classes of records accompanied by lists in due forms?
  - (c) by what dates were the records of each month—
    - (i) examined?
    - (ii) deposited on racks?
17. Examine a number of records with a view to see whether—
  - (i) the rules relating to classification and arrangement have been carried out;
  - (ii) the contents of each file correspond with the table of contents;

(iii) the title pages are properly attached to each record;

(iv) table of contents are properly written out.

18. (a) Does the record-keeper on receiving records from the courts ascertain that every plaint, document, petition, etc., bear sufficient stamp?

(b) Are all court-fee stamps contained in the record properly punched as required by section 30, Court-fees Act?

(c) Are records punched a second time in the record room with a triangular punch and dates of punching duly recorded upon the title page?

19. Have proper precautions been taken under rules 500 and 501?

20. Is the register of records sent out from the record room properly maintained and every entry correctly made?

21. (a) Are steps taken to secure the prompt return of records? (Note 2 to rule 533 and rules 543, 544, 545.)

(b) Are reminders regularly sent and noted?

(c) Are quarterly reports made to the Judge in charge of records not returned within three months?

22. How many records returned after requisition are there remaining to be restored? Why? (in each case)?

23. Are removal slips invariably used when records and papers are removed (Rule 535)?

24. Are the racks properly used (rule 509)?

25. Examine 3 or 4 bundles of examined records with a view to ascertain whether—

(a) the bundles are of proper size (rules 523, 526);

(b) the indexing on the bundle is legible (rule 529);

(c) the indexing on the rack index, the plan and bound index is accurate (rules 510, 528);

(d) the records are arranged in the manner prescribed in rules 521 and 522;

(e) the records are arranged in numerical order as they appear in the bound list;

(f) the dates of appellate judgments are properly entered in the removal slips and in the register of records removed [rules 541 and 542];

(g) there was any delay in the transmission of records (rules 491, 492 and 520) the lists should be referred to in this regard;

(h) any defects have been found during the examination in the record room and is proper action taken under rule 520.

26. (a) Are requisitions for records promptly attended to and records sent for by the copying department and other offices and courts despatched within the prescribed time (rules 532 and 533)?

(b) Examine the register of applications for copies specially with regard to correct and prompt action being taken under rule 533.

(c) Take fifty consecutive entries in the register of requisitions and note—

(i) In how many cases were the records sent after time?

(ii) In how many cases were the records not sent at all? What was the cause in each case? Is the explanation satisfactory?

(iii) State two cases of longest delay in complying with requisitions with reasons?

(d) Take all pending requisitions and note if in each case there is an order of the Judge in charge?

(e) What is the percentage of return of requisitions on the allegation that correct date or fuller information is wanting.

(f) When requisitions are returned without compliance are the defects or omissions specifically noted?

27. (a) Are applications for return of documents promptly attended to and documents returned by the record-keeper himself within the prescribed time? (Rule 534).

(b) Take a number of consecutive entries in the register of return of documents and state result of examination.

(c) Take all the pending applications for return of documents and note if in each case there is an order of the Judge in charge?

28. Is the index sheet hanging up in a conspicuous place at the end of each rack and is it up-to-date (rule 510)?

29. Are all the registers prescribed properly maintained by the record-keeper?

30. Is rule 520 followed and are the entries correctly made?

31. Are the progress report and the statement prescribed in rule 505 properly maintained and regularly submitted?

32. The accuracy of the progress reports should be tested by making a comparison with the information in the various registers to which these reports relate paying particular attention to all figures relating to work pending.

33. (a) Is destruction of records carried out quarterly (Rule 561)? When was the last destruction due and when was it made?

(b) Are entries regarding the class of records destroyed made on the index board simultaneously with the destruction of records?

34. (a) Are notices issued and exhibits not taken back destroyed within the prescribed period? (Rules 559 and 560).

(b) Is the register relating to such exhibits properly maintained and dates of destruction regularly noted? (Rule 558).

(c) Are there bulky exhibits or other papers which are liable to destruction or should have been deposited upon the racks, lying on the floor? If so, what is the explanation? (Rule 558).

35. (a) Is the register of inspection of documents properly kept? Is inspection allowed under proper conditions?

(b) How many applications for inspection were filed during the last four quarters?

36. (a) Is the register of applications for information properly kept? Are information sheets delivered within the prescribed time with the required information?

(b) How many applications for information were filed during the last four quarters?

(c) Is there any reason to suppose that there is leakage of information?

37. Are A class records transferred to the record room at the close of each year with the flat index properly written up?

38. In addition to the daily supervision of the record room and staff, does the Judge-in-charge make a thorough inspection at least once a year?

39. What is your opinion of the work of the record-keeper? Is the work done intelligently and in a businesslike manner? Is the supervision sufficient?

40. Was any case of corrupt practice reported since the last inspection? If so, what action was taken?

41. Is the floor regularly kept clean?

42. Is proper precaution taken against ravages by rats, white ants, etc.?

43. Are the fire extinguishers in proper order and do the persons in charge know how to use them?

44. Is a copy of Government instructions in the case of fire kept in the guard file?

45. Who keeps the key of the record room? Is it easily available if there is an outbreak of fire?

46. How many buckets are kept and where? Are they easily and promptly accessible in the event of fire breaking out? Are the buckets kept full of water?



# Index

## Alphabetical Index to the Civil Rules and Orders.

	Page.
<b>Accountant—</b>	
Examination of Guardians' accounts to be made by certificated— ..	164, 165
—to check totals of peremptory Cash Register .. ..	307
—to maintain Register of Chalang .. ..	308
—'s check on petty receipts .. ..	308
—'s duties in connection with intestate property .. ..	336
—and cashier not to be the same person .. ..	337
<b>Account(s)—</b>	
Commission for taking— .. ..	98-100, 287
Date to be fixed when person directed to file—periodically .. ..	100
List of—Commissioners to be made by the seniormost judicial officer .. ..	100
—commissions to be entered in a register .. ..	100
For examination of intricate—, an auditor to be appointed .. ..	100
Examination of Guardians'—by certificated accountants .. ..	164
—rules (Judicial) .. ..	295-341
Small Cause Court Judges are not subordinate to District Judges in matters of— .. ..	295, 325, 328
One set of—to be kept for all courts at a station .. ..	295, 296
District Judge not to delegate his powers as regards— .. ..	296
District Judge may place a Subordinate Officer in charge of— .. ..	296, 325
Heads of— .. ..	296-299
Stamp duty and penalty realised in Court to be classed as Government receipts in the classification of— .. ..	296
—rules do not apply to local funds .. ..	299
What receipts and payments to appear in Court's—and in Treasury— .. ..	293-300
Receipts and payments of peremptory receipts not to appear in Treasury— .. ..	299
Fractions of a pie not to be entered in the Court's— .. ..	300
Direct payments not to appear in Court's— .. ..	300
"Day," "Month" and "Year" defined for purposes of—rules .. ..	301
—keeping in Courts near treasuries .. ..	317
—keeping in Courts not near treasuries .. ..	319
Daily examination of—by Judge in charge .. ..	317-318, 336, 338, 339
Adjustment of—with Treasury .. ..	320
Sheristadar's responsibility in connection with— .. ..	322, 337, 338
Monthly closing of— .. ..	322-23
Verification of returns in connection with—by Judge in charge .. ..	326
Examination of returns in connection with—by District Judge .. ..	326
What receipts to be comprised under sub-head (iii) of head (A) of— .. ..	336
—to be kept in English .. ..	337

**Account(s)—concl.**

	Page.
Monthly examination of— .. .. .	328, 340
Mukhtar to furnish his client with an—of receipts and disbursements ..	383-384
No ministerial officer dealing with—to hold post continuously for more than five years .. .. .	403
Judicial officer in charge of—to hold charge of the nazarat— ..	419
Supervision by Judge in charge of— .. .. .	421-422

**Acknowledgment—**

—purporting to be signed by addressee is <i>prima facie</i> proof of service ..	22
---	----

**Act(s)—**

Rules under the Landlord and Tenant Procedure—(Bengal Act VIII of 1869) .. .. .	155-156
Rules under the Bengal Tenancy — (VIII of 1885) .. .. .	155-161
<i>See</i> , Bengal Tenancy Act.	
Provincial Small Causes Courts—(IX of 1887), Procedure to be followed in cases under .. .. .	162
The Administrator-General's—(III of 1913), Rules under— .. .. .	164
The Guardian and Wards—(VIII of 1890), Rules under— .. .. .	164-165
Cases to be treated as Miscellaneous Judicial cases under— .. .. .	350
The Indian Succession—(XXXIX of 1925)—	
Proceedings under— .. .. .	165-169
Courts invested with powers of District Judge under s. 338,— ..	169-174
Courts invested with powers of District Delegate under s. 265,— ..	175-180
Deposits under s. 379(1)—to be treated as civil deposits .. .. .	297, 300, 303
Applications for probates, succession certificate, etc., to be entered in Register of Miscellaneous Judicial cases and in returns .. .. .	345, 349
The Provincial Insolvency—(V of 1920), Rules under— .. .. .	181-185
Cases to be treated as Miscellaneous Judicial cases under— .. .. .	350
Functions of Mukhtars as to provisions under s. 12 of Provincial Insolvency—	383
The Indian Stamp—(II of 1899), Procedure in cases under— .. .. .	186
The Indian Registration Act (XVI of 1908) .. .. .	185
The Bengal, Agra and Assam Civil Courts—(XII of 1887)	
Courts empowered under s. 23, — .. .. .	180
Rules under s. 9,— .. .. .	404-407
Appointments of Munsif under s. 12,— .. .. .	425
The Land Acquisition—(I of 1894) .. .. .	291-292-293, 304, 303
The Land Acquisition—(I of 1894), References under, to be entered in the Register of Miscellaneous Judicial cases .. .. .	345, 350
The Religious Endowments—(XX of 1863) .. .. .	348, 350
The Succession (Property Protection)—(XIX of 1841) .. .. .	198, 349
The Transfer of Property —(IV of 1882) .. .. .	349
The Charitable and Religious Trusts—(XIV of 1920) .. .. .	350
The Mussalman Wakf—(XLII of 1923) .. .. .	350
The Usurious Loans—, 1918 .. .. .	361
The Specific Relief—(I of 1877) .. .. .	186
The Indian Lunacy—(IV of 1912), Rules framed under s. 91,— .. .. .	186-189

**Act(s)—*conold.*****Page.**

Applications under—to be entered in returns as Miscellaneous Judicial cases .. .. .	349
The Indian Companies—, 1913, Rules under— .. .. .	189
The Indian Oaths—(X of 1873) .. .. .	190
The Land Registration—(Bengal Act VII of 1876) .. .. .	190, 349
The Bengal Alluvial Lands—(Bengal Act V of 1930) .. .. .	190-192
The Court of Wards—(Bengal Act IX of 1879) .. .. .	192, 349
The Workmen's Compensation—(6 Edw. 7, c. 58) .. .. .	192
The Calcutta Improvement—(Bengal Act V of 1911) .. .. .	193
The Indian Divorce—(IV of 1869) .. .. .	193-194
The Bengal Money-lenders—(Bengal Act VII of 1933) .. .. .	194-195, 361
The Court-fees—(VII of 1870)—	
Rules under s. 20,— .. .. .	267-273
—orders under s. 35,— .. .. .	273-276
—Rules under, s. 27,— .. .. .	276-277
—Appointment of officer under s. 30 and provisions to be observed under that section .. .. .	277-279
—cases under s. 19H(5) to be entered in returns as Miscellaneous Judicial cases .. .. .	349
Annual report to note the observance of rules under— .. .. .	361
The Bengal Village Self-Government—, 1919 .. .. .	281, 350
The Legal Practitioners—(XVIII of 1879)—	
Rules under s. 27(c) .. .. .	291-294
Cases under s. 14 to be treated as Miscellaneous Judicial cases .. .. .	349
Rules regarding qualifications, admissions and certificates of pleaders and Mukhtars under— .. .. .	367-384
Rules under s. 11 of the— .. .. .	381-384

**Additional Court—**

—Rules for transferring cases to— .. .. .	430
---	-----

**Additional Judge—See District Judge.****Address—**

Registered—for service to state particulars .. .. .	6
Registered—of parties to be shown in decree .. .. .	59
List of persons with—suitable for guardians <i>ad litem</i> .. .. .	16
Receipts of complimentary—by Judicial officers .. .. .	427
Bengal Civil Service officers and District Judges to leave their—before proceeding on leave .. .. .	434

**Aden—**

Time allowed in service of process at— .. .. .	25
--	----

**Adhesive stamps—**

Use of— .. .. .	247-252, 276-277
-----------------	---------------------



**Adjournment(s)—**

	Page.
Reasons for—to be entered in the Diary .. .. .	3
—should be for sufficient time .. .. .	45
—to be to a day certain .. .. .	45
Rules regarding the grant of— .. .. .	17-50
—in peremptory cases not to be lightly granted .. .. .	47
Absence of pleader, no ground for— .. .. .	47
Willingness to pay cost, no ground for— .. .. .	47
Application by both parties, no ground for— .. .. .	47
Party may give previous notice of— .. .. .	48
—costs when to be granted .. .. .	48
—to be included in the decree .. .. .	48
—not to be diverted to any other purpose .. .. .	48
Pleader taking—costs to file a receipt from his client .. .. .	49
Scrutiny by District Judge of laxity in granting— .. .. .	49
Payment of—costs to be noted in the order-sheet .. .. .	49
—not to be granted in cases where findings are called for by High Court .. .. .	108
—to be granted with caution in Small Cause Court Suits .. .. .	162
—of sale .. .. .	73

**Adjustment—**

Application to certify—of decree .. .. .	67
--	----

**Administrative Work—**

Judicial officers to pay due attention to— .. .. .	419
—in connection with various departments to be in charge of a separate judicial officer .. .. .	419
Relief of—to District Judges .. .. .	419
Ability for—to be specially noted in confidential reports .. .. .	363
—by judicial officers, when to be done .. .. .	2

**Admission—**

Use of rules in the C.P. Code regarding— .. .. .	51
—by notice .. .. .	52
—by interrogatories .. .. .	52

**Adult—**

Service on—male members of family .. .. .	20,21
Service report to state whether—is living with person to be served .. .. .	23

**Advancement of hearing—**

—to be by interlocutory application .. .. .	48
Notice of—to opposite party necessary .. .. .	48
Notice of consent or opposition to— .. .. .	48

**Adverse remark(s)—**

See—" Outturn ", " Confidential reports "	
—on the quarterly outturn to be communicated demiofficially by District Judge to the officer concerned .. .. .	357
—in confidential reports to be communicated to the officer concerned by Registrar .. .. .	363

**Advertisement—**

	Page.
—of sale proclamation in local newspapers .. ..	72
—of notice of insolvency in gazette or newspaper .. ..	181, 182

**Advice Lists—**

Daily—to be issued by Court in Form No. (A) 8 .. ..	314
Daily—from Treasury in Form No. (A) 9 .. ..	321
Daily—from Treasury when not necessary .. ..	321
Comparison of—by Judge in charge .. ..	321, 336

**Advocate(s)—***Sec. Pleaders, Legal Practitioners.*

Inspection of records by—and pleaders .. ..	227
Restriction as to the practice of—of other High Courts .. ..	374
—and Vakils practising in the High Court to note on their vakalatnamas the names of persons from whom received .. ..	385
No—to act or plead without filing a vakalatnama .. ..	385
Responsibility of—in accepting— .. ..	385
Withdrawal of money in execution proceedings not allowed unless vakalatnama contains special clause enabling—to do so .. ..	397
—and Vakils of High Court appearing in lower Courts to wear same gowns as in High Court .. ..	389
No judicial officer to practise as—during leave .. ..	427

**Affidavit(s)—**

—to be filed in English where practicable and preferably to be type-written .. ..	3
Alteration or interlineation in— .. ..	6
Sheristadars, <i>ex officio</i> Commissioners of— .. ..	8
—how to be entitled and drawn up .. ..	9
—to be explained to a declarant who is blind, illiterate or ignorant of the language and certified .. ..	10
Description of deponent in— .. ..	9
—by two or more persons .. ..	9
Source or ground of information or belief to be stated in— .. ..	9
Documents referred to in— .. ..	9
Identification of person making— .. ..	10
—by <i>pardanashin</i> women .. ..	10
Forms of affirmation and certificate in— .. ..	11
—in interlocutory applications .. ..	12
Costs of—defective or unnecessary, or made for convenience not to be allowed .. ..	12
Scandalous matter to be struck off from an— .. ..	10
Admission of—in suits or appeals .. ..	11
—to be confined to the facts within the knowledge of the declarant .. ..	12
No—to be sworn after 12-30 p.m. .. ..	12
—in proof of service of process .. ..	22
—for production of records .. ..	37, 39
Application for leave to bid to be supported by— .. ..	74
Applications under Lunacy Act to be supported by— .. ..	189
Fee for— .. ..	284-285

	Page.
<b>Affidavit(s)—concl'd.</b>	
No fee for—, when .. .. .	285
Fee for—, not under the C. P. Code or not connected with any case ..	285, 376
Applications for payments to be supported by—when record destroyed ..	311
<b>Affirmation(s)—</b>	
Administration of— .. .. .	10, 11
Form of— .. .. .	190
<b>Age—</b>	
Cases to be tried according to their— .. .. .	42
Entry in Diary of cases according to their— .. .. .	3
<b>Agent—</b>	
Service of processes on— .. .. .	20, 21
Power of—to accept service to be proved .. .. .	24
Procedure when—refuses to accept process .. .. .	20
<b>Allowance(s)—</b>	
Scale of—for persons committed to civil prison .. .. .	79
Rates of subsistence and travelling—of witnesses .. .. .	282-284
—to expert or scientific witness .. .. .	18
—to witness following any trade or profession .. .. .	283
—to witness from Finger Print Bureau .. .. .	284
—to Govt. Examiner of questioned documents .. .. .	284
Travelling—to peon accompanying ditto. .. .. .	284
Travelling—to guardian <i>ad litem</i> .. .. .	284
<b>Amins—</b>	
Appointment of efficient—in survey work .. .. .	96
<b>Andaman Islands—</b>	
Time allowed in serving process in— .. .. .	25
<b>Appeal(s)—</b>	
<i>See Registers.</i>	
Memoranda of—to be presented during Court hours .. .. .	3
Memoranda of—to be written on "Cartridge" paper and signed and verified .. .. .	6
Memoranda of—to be presented by the party or his agent .. .. .	105
Memoranda of—with insufficient court-fee to be returned .. .. .	105
Court-fee in—against order rejecting plaint .. .. .	105
Presentation of memoranda of—after the expiry of the period of limitation .. .. .	105
Fixing of the date of hearing of an— .. .. .	105
—not to be transferred to Subordinate Judge until they are ready .. .. .	106
Regular—not to remain undisposed of after a year .. .. .	106
Miscellaneous—not to remain undisposed of after three months .. .. .	107
Arrangement of appellate file, how to be made .. .. .	106
Posting of— .. .. .	107

**Appeals(s)—*concl.***

Page.

Preparation of a pending list of—	106
—against interlocutory orders to be given precedence	107
District Judge to do civil appellate, when no pressure of civil business	107
Miscellaneous—to be finished within three months	108
Preservation of records of cases in which memoranda of—are rejected	229
—from orders under s. 104 (Order 43, rule 1), C. P. Code	345, 351
Miscellaneous—, Classification of—	351
—in Miscellaneous Judicial cases	345

**Application(s)—°***Sec. Petitions.*

—to be filed in English and preferably to be typewritten	3
—for payment of decretal amount by money-order to be countersigned by respectable persons and to be stamped	68
—for attachment of movable property	64
—for attachment and sale of immovable property	69
—for combined attachment and sale under Bengal Tenancy Act	69, 70
—for leave to bid	74
Particulars to be stated in—for commission	83
—for commission for local investigation	93, 94
—for enrolment as survey commissioners	97
In case of—under order 9, rr. 3, 9 and 13, substance of evidence, etc. to be noted in the Small Causes Book	162
Procedure to be observed in—under s. 63, Indian Lunacy Act, concerning lunatics	188-189
Rules regarding—for inspection of records	227-228
Rules regarding—for information	241-243
—for information, when to be made and to whom	241
Each—for information and copies to be restricted to a single cause or matter	242, 246
Defective—for information and copies to be rejected	242
—for copies, when to be made and to whom	245-246
Quarterly destruction of—for copies	261
Remission of fees and—for copy and return of documents filed by any person	275
—for refund of expenses of Commissions, when to be made	288
—for payment of money out of court	309
—for payment of money out of court not to be extended by pasting slips	309
All decree-holders to join in—for payment of decretal amount	309
—for payment in favour of wards estate, how to be dealt with	300-301, 310, 312-313
—for payment of money, when applicant does not appear in person	309
Audit of—for payment	310-312
Procedure for dealing with—for payment when record sent to District Record Room	311
—for payment to be supported by affidavit when record destroyed	311
—for payment when money is in another court	313
—for payments of lapsed deposits [Form No. (A) 4]	314
—for refund of the value of court-fee stamps	315

Application(s)— <i>contd.</i>	Page.
—for refund of the value of court-fee stamps for unspent process-fees not to be stamped .. .. .	315
—for refund of peremptory cash not to be stamped .. .. .	319
—for delivery of possession to be treated as continuation of execution case .. .. .	344
—for probate, letters of administration or succession certificate to be entered in Register of Miscellaneous Judicial cases .. .. .	345
—in respect of minors or lunatics, claims and objections to be entered in Register of Miscellaneous Judicial cases .. .. .	345
—to sue in <i>forma pauperis</i> and appeals to be entered in Register of Miscellaneous Judicial .. .. .	345
—for copies and inspection of Wills to be entered in Register of—for copies .. .. .	345
—for probates, letters of administration when contested and—for revocation of such to be treated as suits .. .. .	348
—for ascertainment of mesne profits (Order 20, r. 12) not to be registered as Miscellaneous Judicial cases .. .. .	349
<i>To be entered in returns and statements as Miscellaneous Judicial Cases, viz.,—under—</i>	
Section 6 and section 17, Cl. (7) of the Bengal Patni Taluks Regulation, 1819 .. .. .	349
The Succession (Property Protection) Act, 1841 .. .. .	349
The Indian Lunacy Act, 1912 .. .. .	349
The Indian Succession Act (XXXIX of 1925) .. .. .	349
S. 7, Bengal Wills and Intestacy Regulation.	
S. 19H(5), Court Fees Act.	
S. 59, Land Registration Act.	
S. 11, Court of Wards Act.	
S. 14, Legal Practitioners Act.	
S. 83, Transfer of Property Act.	
Certain sections of Bengal Tenancy Act. ( <i>See</i> , Bengal Tenancy Act.)	
Guardians and Wards Act.	
Land Acquisition Act.	
Criminal Procedure Code.	
Provincial Insolvency Act.	
Ss. 74 and 88, Bengal Village Self-Government Act.	
S. 5, Religious Endowment Act.	
Charitable and Religious Trusts Act.	
Musalman Wakf Act.	
Ss. 22, 24, 47, 74, 76(2), 144 and Order 9, rr. 4, 9 and 13, Or. 16, rr. 12 and 17, Or. 21, rules 2, 58, 90, 91, 97, 98, 100(1), Or. 22, r. 9, Or. 33, r. 1, Or. 38, r. 8, Or. 39, r. 1(2) and (3) and r. 2(3) and (4), Or. 41, rr. 19 and 21, Or. 44, r. 1, Or. 46, r. 7, Or. 47, r. 1, C. P. Code.	
— to be entered in returns as Miscellaneous non-judicial cases: under ss. 46, 61, 62, 72(2), 86(2), 155(1) and 167, Bengal Tenancy Act ..	350
—for transfer of decrees not to appear in returns .. .. .	352
—to serve as a probationer for enrolment as a pleader, when and by whom may be made .. .. .	367
—to serve as a pleader-probationer, to whom to be made .. .. .	368
Particulars to be furnished in—to serve as a pleader-probationer ..	368
—for admission as a Mukhtar. .. .. .	370
—for leave to appear at Mukhtarship examination not liable to stamp-duty ..	372

<b>Application(s)—concl'd.</b>	<b>Page.</b>
—for admission to practise as legal practitioner .. .. .	373, 374
—for admission to practise as legal practitioner not liable to stamp duty	373
Form of—for admission to practise as legal practitioners [(M) 14] ..	373
—for renewed certificates by legal practitioners .. .. .	374-375
—for vacation leave .. .. .	426
—for permission to leave station .. .. .	426
—for transfer .. .. .	426
—for extension of service .. .. .	426-427
—for temporary additions to the judicial staff .. .. .	429
Statement . accompanying—for addition to the judicial staff to be in form No. (M) 34 .. .. .	429
—by District and Additional District Judges for casual leave and for leave of absence during holidays to be made to High Court ..	432
—by members of the Bengal Civil Service for casual leave .. ..	432
—for regular leave by judicial officers .. .. .	433
<b>Appointment—</b>	
—of an officer to sign processes to be in writing .. .. .	66
—of an officer to conduct sales to be in writing .. .. .	74
—of acting Munsifs under s. 12, Civil Courts Act .. .. .	425
—of auditor to audit accounts exhibited by guardian .. .. .	165
—of auditor as account commissioner .. .. .	100
—of pleader. <i>See, Vakalatnama.</i>	
—of Receivers .. .. .	104
—of Receivers in insolvency cases .. .. .	182
<b>Argument—</b>	
—to be heard immediately after the case closes .. .. .	47
—to be heard from day to day .. .. .	47
Written notes of—not to be taken from pleaders .. .. .	47
Trial includes the hearing of— .. .. .	50
Monthly return of cases in which—has not been heard .. .. .	56
<b>Arms—</b>	
Sale of— .. .. .	75
<b>Army—</b>	
Persons in the—are exempted from arrest .. .. .	80
Suits by or against officers in the— .. .. .	101
<b>Arrest—</b>	
No—to be made in execution of a civil court decree of employees of the Jail, Post and Telegraphs, Police and Railway Departments without previous notice .. .. .	78, 79
—of a person too ill to be removed .. .. .	79
Persons belonging to the Army are exempted from— .. .. .	80
Instructions regarding applications for—before judgment .. ..	103
Procedure after—by peon of an outlying court under a warrant issued by a superior court .. .. .	19
<b>Arrest before judgment—</b>	
Instructions regarding— .. .. .	103

	Page.
<b>Attachment—</b>	
Compulsory deposit in Provident Fund not liable to— .. ..	64
Application for—of movable property .. ..	64
Application for—and sale of immovable property .. ..	69, 70
—of estates or shares of estates .. ..	70
Withdrawal of—of estates in the prescribed form .. ..	70
Procedure in cases of—of movable property and livestock .. ..	70-72
Property under—may be left to a custodian .. ..	71
Instructions regarding applications for—before judgment .. ..	103
—of alluvial land under Bengal Alluvial Lands Act .. ..	190-191
Daily fee for—by actual seizure .. ..	269-270
Order of—of money in deposit to be recorded on the Order-sheet and Register of Deposit Receipts .. ..	311-312
—of money realised under the decree of another court: to which court application for payment to be made .. ..	313
<b>Attachment before judgment—</b>	
Instructions regarding— .. ..	103
<b>Attendance—</b>	
Hours of—of the office staff .. ..	2
Punctual—to be insisted upon .. ..	2
Late— .. ..	2
—Register of ministerial officers .. ..	34
—when to be signed .. ..	2
—of peons and duty of Judge in charge .. ..	29
Hour of—in a summons or process .. ..	17
—of witnesses to be noted in the Order sheet .. ..	45, 205
<b>Attorney(s)—</b>	
Restriction as to practice of—of other High Courts .. ..	374
Rules regarding the acceptance of vakalatnamas by pleaders apply to— .. ..	387
<b>Auction—See, Sale</b>	
<b>Auditor—</b>	
Appointment of an—to examine intricate accounts .. ..	100
Certificated—to examine Guardians' accounts .. ..	164
<b>Barede—</b>	
Service of summons and execution of decrees of courts in— .. ..	111, 115, 143
<b>Beat(s)—</b>	
Distribution of processes among peons by— .. ..	27, 28
Every court to be supplied with list of villages in each— .. ..	28
<b>Bengal Tenancy Act—</b>	
Cases under ss. 26F, 26J, 48E, 84, 88, 91, 93, 98(3), 99, 148(k)(iv), 148A(3), 148 (last paragraph), 158, 169, 173(3) and 174(3) to be treated as Miscellaneous Judicial cases .. ..	349
Cases under ss. 46, 61, 62, 72(2), 86(2), 155(1) and 167 to be treated as Miscellaneous non-Judicial cases .. ..	350
Annual report to show cases under s. 58(4) .. ..	361

	Page.
<b>Benugal Tenancy Act—<i>concl'd.</i></b>	
Functions of mukhtars as to provisions under ss. 61, 174, 91, 103, etc. . .	382-383
Powers of Judge to be stated in decree in cases under— . .	59
Application for combined attachment and sale under— . .	69, 70
Sale proclamations in cases under— . . . .	72
Sale of an occupancy holding under— . . . .	75
Rules under the— . . . .	155-161
Summons to issue on co-sharer landlords in suits under s. 148A— . .	155
Suits under—not to be heard if summons not served fourteen days before the day of hearing . . . .	155
Written authority under ss. 145 and 187—, to be stamped as a power-of-attorney . . . .	156
Form of decree in suits under— . . . .	156
Separate decrees under s. 144(2), —, to be drawn up in separate forms . .	157
Procedure before a sale is confirmed under s. 26E,— . .	157
Mahagers appointed under ss. 95 to 99, — . . . .	161
Decision in a suit under s. 106—, to be communicated to the Collector for incorporation in the record-of-rights . . . .	161
Settlement Officers and Collectors to send copies of Record-of-rights to civil courts . . . .	161
Single process fee chargeable for service on co-sharer landlords and other defendants under s. 148A, — . . . .	268
Fee for service of combined order of attachment and sale proclamation under s. 163(1), — . . . .	270
Fee for deposit of rent under— . . . .	276
Reduction of fees on plaints under s. 106, — . . . .	276
Redemption money under s. 26F, —, to be treated as civil deposits . .	298
Cost regarding concise statement under s. 163(3)(c),—, classed as peremptory receipts . . . .	248
Rent deposits under s. 61(1)(a) and (b) and (2), —, to be treated as peremptory receipts and when returned undelivered as civil deposits . .	298, 299
Work done by an officer empowered under s. 109A, —, to be shown in statements . . . .	348
<b>Bid—</b>	
See, "Leave to bid."	
Añ—to be placed before the Judge who shall note acceptance or rejection	74
<b>Bikapur—</b>	
Service of process in—State . . . .	32
<b>Boat-hire—</b>	
—on processes issued from the High Court . . . .	24
Fees for—and ferry toll for serving processes . . . .	272-273
List of areas to be prepared where travelling except by boat is impracticable and to be sent to each Court and Bar Association . . . .	272
—or ferry toll to be deposited by parties for witnesses . . . .	283
Working of rules regarding—surcharge to be noted in annual report . .	361
<b>Boat—</b>	
—furnished by custodian of attached property to be stamped . . . .	71
No process-server to be appointed unless he furnishes a security—of Rs. 50	404
File in which security—is to be kept . . . .	202
Security—when letter of administration granted is to be retained permanently . . . .	202



	Page
<b>Book(s)—</b>	
Classification and arrangement of—in Library .. .. .	409-410
Catalogue of— .. .. .	409-410
Requisition of—from Library .. .. .	410
Register of—requisitioned from Library .. .. .	410
Facility to be afforded to Judicial Officers to consult—in District Judge's Library .. .. .	410
—, etc., not to be taken away by officers on transfer .. .. .	411
Amendments to Civil Rules and Orders to be promptly noted .. .. .	419
<b>Budget estimates—</b>	
How— etc., of Small Cause Courts to be dealt with by District Judge .. .. .	425
<b>Building(s)—</b>	
Condition of judicial—to be mentioned in annual report .. .. .	361
Construction and repair of—of Judicial Officers .. .. .	428
<b>Bundle(s)—</b>	
Record of each group to be made up into— .. .. .	221, 231
Acknowledgments of records to be made up into yearly— .. .. .	225
<b>Burden of proof—</b> <i>See, Issues.</i>	
<b>Burma—</b>	
Time allowed in serving process in— .. .. .	28
<b>Cancellation—</b>	
Decree for—of registered instrument under S. 39, Specific Relief Act to be transmitted to the registering officer .. .. .	186
—of court-fee stamps .. .. .	254, 277-279
<b>Cantonment—</b>	
Sale of houses within military— .. .. .	76
<b>Card(s)—</b>	
Registered clerks of pleaders and mukhtars to produce—on demand .. .. .	391
Clerks'—to be issued to persons having knowledge of English and Vernacular .. .. .	392
—in form No. (M) 35 to be issued to registered clerks of pleaders and mukhtars .. .. .	392
Annual renewal of registration—of pleaders' and mukhtars' clerks .. .. .	392
Each clerk to keep a duty— .. .. .	416-417
Notice of payment of decretal amount to be given in service— .. .. .	66
<b>Case(s)—</b>	
<i>See, Miscellaneous Suits.</i>	
How to determine the age of a— .. .. .	3
*Appeals, Execution and Miscellaneous—, how to be shown in Diary .. .. .	3
Progress made in each—to be shown in the Diary .. .. .	3
Number of —fixed for peremptory hearing each day .. .. .	45
Manner of fixing—for peremptory hearing .. .. .	46
—to be heard from day to day and throughout each day .. .. .	50
In what—, decrees not to be drawn up .. .. .	60-61

Cases)—*contd.*

Page.

which findings are called for by High Court to take precedence ..	108
Arrangement, classification and preservation of records of—dismissed for default or on satisfaction before decree .. ..	229
Classification of—and appeal for purposes of statements .. ..	347-351
What—to be registered as suits and entered as such in returns ..	348
—to be treated as Miscellaneous Judicial—for purposes of returns, viz.,—under : .. ..	348-350
S. 7, Bengal Wills and Intestacy Regulation.	
Ss. 6, 17(7), Bengal Patni Taluka Regulations.	
Succession (Property Protection) Act.	
Indian Lunacy Act.	
Indian Succession Act.	
S. 19H(5), Court Fees Act.	
S. 59, Land Registration Act.	
S. 11, Court of Wards Act.	
S. 14, Legal Practitioners Act.	
S. 83, Transfer of Property Act.	
Certain sections of Bengal Tenancy Act ( <i>See</i> , Bengal Tenancy Act).	
Guardians and Wards Act.	
Land Acquisition Act.	
Ss. 195, 476, 478 and 480, Criminal Procedure Code.	
Provincial Insolvency Act.	
Ss. 74 and 88, Bengal Village Self-Government Act.	
S. 5, Religious Endowments Act.	
Charitable and Religious Trusts Act.	
Mussalman Wakf Act.	
Ss. 22, 24, 47, 74, 76 (2), 144 C. P. Code.	
Or. 9, rr. 4, 9 and 13, Or. 16, rules 12 and 17.	
Or. 21, rules 2, 58, 90, 91, 97, 98, 100 (1).	
Or. 22, r. 9, Or. 33, r. 1, Or. 38, r. 8.	
Or. 39, rule 1(2) and (3) and r. 2 (3) and (4).	
Or. 41, rr. 19 and 21, Or. 44, r. 1, Or. 46, r. 7.	
Or. 47, r. 1.	
—to be treated as Miscellaneous non-judicial— .. ..	350
Applications under ss. 46, 61, 62, 72(2), 86(2), 155(1) and 167, Bengal Tenancy Act.	
—to be exhibited as decreed <i>ex parte</i> on defendant's failure to appear at adjourned hearing .. ..	351
What—should be treated as decided without contest for purposes of returns ..	351-352
—in which preliminary decrees are passed to be treated as decided on contest .. ..	352
What classes of—to be shown in statements as disposed of when preliminary decrees are made .. ..	351
—when to be treated as received or disposed of by transfer .. ..	352, 353
Duration of—, how to be calculated in returns .. ..	352-353
—when to be treated as pending from date of institution .. ..	352-353
—remanded under Or. 41, C. P. C., when to be treated as pending or disposed of for purposes of returns .. ..	353
—transferred from or to other provinces to be shown in returns ..	355

	Page.
<b>Case(s)—concl.</b>	
Half-yearly statement of the progress made in the disposal of old— ..	356
Principles on which—to be transferred to the files of temporary courts or from one permanent court to another .. ..	430-431
<b>Cash—</b>	
Commissioner's remuneration to be paid in— .. ..	287
—in respect of civil deposits when to be received and disbursed .. ..	300
Transactions in—in respect of civil deposits forbidden .. ..	300
Money under heads "Government Receipts" and "Peremptory Receipts" and that to be received under law to be received in— ..	300, 306
Small Cause Court Judges may pay small sums in— .. ..	300
Remittance of—balance to the Treasury .. ..	301
—balance in hand of court to be limited .. ..	301
Meaning of the term "—balance" .. ..	301
Munsiffs at which—balance may accumulate up to Rs. 1,000 .. ..	301
Daily verification of—balance by Judge in charge .. ..	318
Arrangements for guarding strong room when excessive—in hand .. ..	319
—to be remitted to the Treasury .. ..	319-20, 421
—belonging to the estate of an intestate .. ..	336
<b>Cash Book—</b>	
Maintenance of—by cashier .. ..	308
A register subsidiary to—may be opened for large transactions under a particular head .. ..	308
Receipts of court-fee and refunds of the value thereof paid from the Treasury not to be shown in— .. ..	308
<b>Cashier—</b>	
Security of—sufficient to cover any amount in his hands .. ..	299
—responsible for peremptory receipts and payments .. ..	299, 301, 307
Duty of—on receipt of money .. ..	306-307
—to maintain register showing money received after cashing bills and cheques .. ..	308
Chalans to be signed by— .. ..	308
Payments by— .. ..	316
—to cancel vouchers regarding payments, when paid .. ..	316
Accountant and—not to be the same person .. ..	337
A clerk or naib nazir may act as— .. ..	337
Heads of account on which—receives money .. ..	421
—'s cash and other books to be inspected frequently .. ..	421
<b>Casual leave—</b>	
See, Leave.	
<b>Catalogue—</b>	
—of books in the Library to be in prescribed form in manuscript .. ..	409-410
Books in old—to be carried to new— .. ..	410

## Page.

## Cause List(s)—

When defendant fails to appear case to be shown on undefended—	..	
Daily—in form (M) 2 to be posted in Court House	..	4
—how to be prepared	..	4-5
—to be stuck up on a wooden board	..	5
Numbers assigned to and first dates fixed for, suits, appeals, etc., to be notified—	..	14, 155
A list in form No. (M) 3 of suits, petitions, appeals, etc., fixed for peremptory hearing to be posted	..	43
Cases adjourned for judgment to be entered in the Daily—	..	56
Sufficient number of ready appeals in Daily—	..	106

## Certificate(s)—

Court serving High Court process is to give—of valid service or failure of service with reasons	..	24
—of satisfaction of decree when payment is made out of court	..	67
Officer attaching moveable property to be furnished with a—stating the period for which fees have been paid	..	71
Preparation of draft sale—	..	76
List of sale—to be posted on Notice Board	..	76
Form of sale—	..	76
Cancellation of draft sale—, if sale set aside	..	76
Particulars to be given in sale—	..	77
Medical—to be furnished with applications under the Lunacy Act	..	186-187
Stamp-vendor's—for not furnishing single stamp	..	277
—of destruction of stamp slips for copies	..	266
—in form No. (M) 33 to be granted to a Government servant summoned as a witness	..	293
District Judge to give a—that registers of B deposits are in order	..	332
—in form No. (R) 19 of Stamp Duty and penalty levied under the Stamp Act	..	335
—regarding verification of saleable forms to be given by civil courts	..	337
Presiding Judge to furnish a monthly—that he has examined records of execution applications	..	354
District Judge to give a—with quarterly statements that statements have been found satisfactory	..	355
—to be filed by pleader-probationer	..	369, 374
—to be produced by candidates for Mukhtarship examination	..	371
—of admission as legal practitioner	..	374
Renewal of—by pleader and mukhtar	..	374, 376, 380
Renewed—of legal practitioners to be amended in case of those not entitled to practise in the Calcutta Small Cause and Presidency Magistrates' Courts	..	375
Return of pleaders and mukhtars who have renewed—and who have not, to be submitted in February	..	379
Production of medical—of fitness on return from leave	..	344

## Certified copies—

See, Copy(ies).\*

## Ceylon—

Service of process in—	..	25
------------------------	----	----

	Page.
<b>Chalan(s)—</b>	
—tendering amount of decree to state full particulars .. ..	66
—to be prepared by the Court's office when decretal amount is received by money order .. ..	68
Copies of treasury—for each tenure or holding transferred to be sent to the Treasury officer .. ..	158
Duty of passing—may be delegated to chief ministerial officer ..	296, 305, 325
No payment to be accepted without— .. ..	303
Form of—to be supplied free .. ..	303
Particulars to be entered in— .. ..	303
—when to be stamped and when not .. ..	303
—for deposits under the Land Acquisition Act .. ..	303-304
Procedure for dealing with— .. ..	303-304
Register of—, (A) 14 .. ..	304
Registry of— .. ..	304-305
Separate index number to be given to each— .. ..	304
Operation of—to be restricted to the day of issue or the following day ..	305
No—required for peremptory receipts .. ..	306
—to be signed by whom, if payment be made at Treasury .. ..	306
Register of—[Form No. (A) 14] .. ..	308
—to be signed by cashier .. ..	308
<b>Chamber—</b>	
Judicial work not to be done in— .. ..	
<b>Chandernagar—</b>	
Service of processes on persons in— .. ..	32
<b>Character roll—</b>	
—of ministerial officers .. ..	402
Extracts from confidential reports to District Judges regarding ministerial officers to be entered in— .. ..	402
Entries in— .. ..	402
<b>Charges—</b>	
No— to be levied for postage for transmission of record from Record Room which is necessary in order to carry out the court's duties under the law .. ..	281
Expenses for production of a record by a messenger to be charged to Government .. ..	35
—for transmission of landlords' fees, etc., to be debitable under head "Administration of Justice" .. ..	161
—for information, inspection and copies .. ..	247-252
Additional—for copying <i>jamabandis</i> , measurement papers, etc. ..	253
—for copies of maps and plans .. ..	253
—for preparation of certified copies. <i>See</i> "Copy" .. ..	
—for photographic enlargement of a finger print .. ..	254
<b>Charge Report—</b>	
Transfer of charge in any civil court to be reported to the High Court ..	425-426
Form of charge letter— (M) 13 .. ..	426
—of District Judges assuming or relinquishing office .. ..	426

	Page.
<b>Chaudhars—</b>	
Help of—in service of processes and verification by them .. ..	20
<b>Chief Ministerial Officer—</b>	
—may pass chalang .. .. .	290, 305, 325
—to maintain a register in form No. (R) 38 to check applications for payment .. .. .	310
Duties of—regarding applications for payment .. .. .	309-311
—to be held responsible when there is leakage of information from office	242
General duties of— .. .. .	415
<b>China—</b>	
Service of processes in places in— .. .. .	25
<b>Chittagong Hill Tracts—</b>	
Service of process in— .. .. .	19, 273
Execution of decrees in— .. .. .	82, 273
<b>Civil Deposits—</b>	
Deposits of landlords' transfer fees to be kept as—pending confirmation of sale .. .. .	161
What items of receipts to be classed as— .. .. .	297-298
Payment of—out of Government receipts not permissible .. .. .	316
Procedure regarding transfer of peremptory receipts to— .. .. .	318-319
Unspent peremptory receipts to be transferred to—on 1st April .. .. .	319
<b>Civil Procedure Code—</b>	
Section 2(2) .. .. .	60
„ 22 .. .. .	348
„ 24 .. .. .	156, 345, 348
„ 26 .. .. .	381
„ 27 .. .. .	381
„ 28 .. .. .	32
„ 29 .. .. .	37, 116
„ 30 .. .. .	51
„ 33 .. .. .	55
„ 34 .. .. .	57
„ 35A .. .. .	62
„ 39 .. .. .	81, 352
„ 41 .. .. .	81
„ 43-45 .. .. .	82
„ 47 .. .. .	349
„ 50 .. .. .	382, 384
„ 55 .. .. .	300
„ 55 (2) .. .. .	78
„ 58 .. .. .	382, 384
„ 59 (2) .. .. .	79
„ 74 .. .. .	349
„ 76 .. .. .	86, 87
„ 76 (2) .. .. .	349

Civil Procedure Code—*contd.*

Page.

Section 77	..	..	..	..	..	69
" 85	..	..	..	..	..	105
" 85 (1)	..	..	..	..	..	21
" 88 and 92	..	..	..	..	..	348
" 104	..	..	..	..	..	345
" 133	..	..	..	..	..	88
" 139 (c)	..	..	..	..	..	8
" 144	..	..	..	..	..	349
Order 3, rule 2	..	..	..	..	..	21, 105, 386
" 4	..	..	..	..	..	385, 387
" 5	..	..	..	..	..	5, 21
" 6	..	..	..	..	..	21
Order 4, rule 1 (1)	..	..	..	..	..	13, 381
Order 5, rule 7	..	..	..	..	..	321
" 12	..	..	..	..	..	19, 21
" 13	..	..	..	..	..	19
Order 5 rule 14	..	..	..	..	..	19, 21
" 15	..	..	..	..	..	19, 21
" 16	..	..	..	..	..	19
" 17	..	..	..	..	..	20, 21, 22
" 19	..	..	..	..	..	22
" 19A	..	..	..	..	..	22
" 20	..	..	..	..	..	21
" 21	..	..	..	..	..	32, 381
" 22	..	..	..	..	..	381
" 23	..	..	..	..	..	23, 32
" 25	..	..	..	..	..	31, 32, 33
" 26	..	..	..	..	..	31, 32, 33, 111
" 27	..	..	..	..	..	25
" 28	..	..	..	..	..	25, 34
" 30	..	..	..	..	..	25
Order 6, rule 14	..	..	..	..	..	15
" 14A	..	..	..	..	..	6, 13, 15, 59, 201
" 15	..	..	..	..	..	6, 15, 70
" 16	..	..	..	..	..	381
" 17	..	..	..	..	..	381
Order 7, rules 1, 2, 3, 4, 6 and 7	..	..	..	..	..	15
rule 9	..	..	..	..	..	15, 206, 381
" 9 (1-A)	..	..	..	..	..	13, 15
" 10	..	..	..	..	..	381
" 11	..	..	..	..	..	14
" 14	..	..	..	..	..	52, 206, 381
17	..	..	..	..	..	381
Order 8, rules 1 and 9	..	..	..	..	..	381

## Civil Pressure cases—contd.

Page.

Order 9, rule 4	..	..	..	..	348, 381
" 6	..	..	..	..	381
" 9	..	..	..	..	60, 348
" 13	..	..	..	..	60, 348
Order 10	..	..	..	..	206
Order 11	..	..	..	..	51, 292
rules 1, 2, 4, 12	..	..	..	..	52, 381
rule 3	..	..	..	..	52, 61
rules 5, 6, 7, 8, 9, 10, 11	..	..	..	..	52
• rule 15	..	..	..	..	52, 245
rules 13, 14, 17 and 18	..	..	..	..	381
Order 12,	..	..	..	..	51, 292
rule 2	..	..	..	..	51, 61
" 4	..	..	..	..	52
Order 13,	..	..	..	..	245
rule 1	..	..	..	..	.. 47, 52, 206, 381
" 2	..	..	..	..	.. 47, 52, 206
" 4	..	..	..	..	.. 381, 421
" 5 (2)	..	..	..	..	.. 38
" 6	..	..	..	..	.. 208, 381
" 9	..	..	..	..	.. 381
" 10	..	..	..	..	.. 37, 45, 222, 230, 381
Order 14, rules 1 and 3	..	..	..	..	.. 52
" 2	..	..	..	..	.. 53
Order 15, " 3	..	..	..	..	.. 53
Order 16,	..	..	..	..	.. 209
rule 1	..	..	..	..	.. 37, 222, 381
"	..	..	..	..	.. 282, 382, 384
" 4	..	..	..	..	.. 382, 384
" 6	..	..	..	..	.. 37, 222
" 7A	..	..	..	..	.. 18, 28, 269, 282
" 8	..	..	..	..	.. 25, 31
" 12	..	..	..	..	.. 349
" 16(2)	..	..	..	..	.. 45
" 17	..	..	..	..	.. 349
Order 17, rule 1	..	..	..	..	.. 45, 47, 50, 381
Order 18, rule 4	..	..	..	..	.. 11
rules 8, 13, 14	..	..	..	..	.. 53
Order 19, rule 1	..	..	..	..	.. 11
rules 2, 3, 3(2)	..	..	..	..	.. 12
Order 20, rule 1	..	..	..	..	.. 55, 56
" 2	..	..	..	..	.. 55
" 3	..	..	..	..	.. 55, 56



						Page.
<b>Civil Procedure Code—contd.</b>						
Order 20, rule 4	..	..	..	..	..	55, 56
" 5	..	..	..	..	..	55
" 6	..	..	..	..	..	49, 58
" 7	..	..	..	..	..	58, 60
" 8	..	..	..	..	..	60
" 12	..	..	..	..	..	349
" 16	..	..	..	..	..	98
" 1(1)	..	..	..	..	..	303
Order 21, rule 1	..	..	..	..	..	382, 384
" 1(2)	..	..	..	..	..	66
" 2	..	..	..	..	..	60, 349
2(1)	..	..	..	..	..	67
rules 4, 5,	..	..	..	..	..	81
rule 6(c)	..	..	..	..	..	81
" 10	..	..	..	..	..	64, 352, 382, 384
" 11	..	..	..	..	..	63, 382, 384
" 11(2)	..	..	..	..	..	81
" 12	..	..	..	..	..	63, 382, 384
" 13	..	..	..	..	..	63, 70, 382, 384
" 14	..	..	..	..	..	63, 70
" 15	..	..	..	..	..	65
" 17	..	..	..	..	..	63, 352
" 22	..	..	..	..	..	81
" 24	..	..	..	..	..	67
" 30	..	..	..	..	..	81, 382, 384
" 39(1)	..	..	..	..	..	64
" 43	..	..	..	..	..	71, 72, 73
" 44, 45	..	..	..	..	..	71
" 54	..	..	..	..	..	70
" 58	..	..	..	..	..	60, 349
" 65	..	..	..	..	..	74
" 66	..	..	..	..	..	64, 71, 77
" 67	..	..	..	..	..	19
" 67(2)	..	..	..	..	..	72
" 67(3)	..	..	..	..	..	69
" 69	..	..	..	..	..	73
" 69(2)	..	..	..	..	..	73
" 72	..	..	..	..	..	74, 75, 382, 384
" 77	..	..	..	..	..	300
" 84	..	..	..	..	..	74, 300, 382, 384
" 85	..	..	..	..	..	75, 300, 382, 384
" 89	..	..	..	..	..	75, 382, 384

Civil Procedure	-contd.	Page.
Order 21, rule 90	.. .. .	75, 349
" 91	.. .. .	60, 349
" 92	.. .. .	60, 75
" 94	.. .. .	77
rules 95, 96	.. .. .	344
rule 97	.. .. .	349
" 98	.. .. .	349
" 99	.. .. .	60
" 100	.. .. .	60
" 100(1)	.. .. .	349
" 101	.. .. .	60
Order 21A, rule 3(a)	.. .. .	70, 71
" 3(b)	.. .. .	70
" 4	.. .. .	71
" 5	.. .. .	70, 71
Order 22, rules 3, 4,	.. .. .	382, 384
rule 9	.. .. .	349
Order 23, rules 1, 3	.. .. .	103, 382, 384
Order 24, rules 1 and 4	.. .. .	382, 384
Order 26,	.. .. .	89
rule 2	.. .. .	382, 384
" 4	.. .. .	86, 87
" 4(2)	.. .. .	87
" 5	.. .. .	91
" 9	.. .. .	93, 94, 382, 384
" 11	.. .. .	98, 382, 384
" 12(1) and (2)	.. .. .	98, 100
" 13	.. .. .	382, 384
" 15	.. .. .	84, 91, 285
Order 27, rule 2	.. .. .	21, 105
" 8	.. .. .	101
Order 29, rule 2	.. .. .	19, 22
" 2(b)	.. .. .	22
Order 30, rule 3	.. .. .	19
" 3(b)	.. .. .	22
Order 32, rules 1 and 3	.. .. .	15
rule 3(1)	.. .. .	288
" 3(3)	.. .. .	9
Order 33, rule 1	.. .. .	349
" 9	.. .. .	382, 384
Order 34	.. .. .	59, 197, 198
Order 36, rules 1 and 2	.. .. .	382, 384
rule 3	.. .. .	348, 382, 384

	Page.
<b>Civil Procedure Code—concl'd.</b>	
Order 38, rules 1 and 5 .. .. .	103
rule 7 .. .. .	66
" 8 .. .. .	349
Order 39 .. .. .	103
rules 1 (2) and (3) and 2(3) and (4) .. .. .	349
Order 40, rule 1 .. .. .	104
Order 41, rule 1 .. .. .	382, 384
" 1(1) .. .. .	13
" 3 .. .. .	382, 384
" 19 .. .. .	60, 345, 348
" 21 .. .. .	60, 345, 348
" 22 .. .. .	105, 382, 384
" 23 .. .. .	60, 294, 353
" 25 .. .. .	294, 108, 353
" 27 .. .. .	353
" 31 .. .. .	55
" 37 .. .. .	109
Order 43, rule 1 .. .. .	345
Order 44, rule 1 .. .. .	349
Order 45, rules 7 and 15 .. .. .	382, 384
Order 46, rule 1 .. .. .	425
" 7 .. .. .	349
Order 47, rule 1 .. .. .	60, 345, 349
Order 48, rule 2 .. .. .	31
Schedule II, Paras. 1, 10, 11, 16 .. .. .	382
" 17 and 20 .. .. .	348, 382
<b>Claims—</b>	
Notes of—, etc., to be made in Deposit Registers .. .. .	322
Applications in respect of—and objections to be entered in Register of Miscellaneous Judicial Cases .. .. .	345
<b>Clearance Register—</b>	
<i>See</i> , Register.	
<b>Clerk(s)—</b>	
<i>See</i> , Pleaders, Mukhtars.	
Duties of Head Comparing—in respect of applications for copies .. .. .	254-255
Head Comparing—responsible for all records and documents until they are returned .. .. .	260-261
Head Comparing—to be chief ministerial officer of Copying Department .. .. .	263
Head Comparing—to maintain Registers of Applications for copies .. .. .	345
Meaning of the expression Registered—employed by a Pleader or Mukhtar .. .. .	301
No person whose handwriting is bad to be registered as—of a legal practitioner .. .. .	391
Responsibility of forms— .. .. .	414
Each—to keep a duty card .. .. .	416-417

	Page.
<b>Collector—</b>	
Searching fee for documents, etc., in a—'s office, how to be dealt with ..	250
Courts to submit to—quarterly statement in (S) 2 of sales of estate or shares of an estate .. .. .	76
Summons to—for production of document or record .. .. .	37
<b>Compensation—</b>	
—of day's judicial work .. .. .	1
<b>Commission(s)—</b>	
Courts must issue—with promptitude .. .. .	83
Particulars to be stated in an application for— .. .. .	83
—not to issue unless expenses are deposited .. .. .	83
Maps, interrogatories, etc., to be put in before a —is issued .. .. .	84
Returnable date of a—to be fixed .. .. .	84
—not to be executed piecemeal .. .. .	84
Unsatisfactory work to be noted in the Register of— .. .. .	85
—to examine witnesses .. .. .	86-88, 285, 287- 288
—for the examination of Government Examiner of questioned documents	86, 284
Papers of—to be sent by registered post .. .. .	86
—addressed to a court to be directed to Munsif's Court within whose jurisdiction witness resides .. .. .	86, 87
Fees of—being insufficient, additional fee required to be asked .. .. .	87
—to examine <i>pardanashin</i> women .. .. .	87, 88
—issued to a pleader or Advocate to be addressed to the Court where he is practising or to the Registrar, High Court, when such Court is High Court .. .. .	87
—for execution in Oudh .. .. .	87
Fee for—to United States of America .. .. .	92
—for execution in Siam .. .. .	92-93
—to Hyderabad .. .. .	93, 288
—in Foreign Countries—See "Letters of Request" .. .. .	
—for local investigation .. .. .	93-98 286
Principle of distribution of Survey— .. .. .	98
—for partition or ascertainment of meane profits .. .. .	98, 287
—for taking accounts .. .. .	98, 287
Expenses of— .. .. .	285-288
Cost of transmission of papers relating to—to be realised in cash .. .. .	286, 288
—Issued to a court or pleaders practising in the High Court or other Courts .. .. .	287-288
Refund of surplus money deposited for expenses of— .. .. .	288
Annual report to show how the rules regarding—have been observed .. .. .	94, 361
<b>Commissioner(s)—</b>	
Remuneration of a—to be fixed by the Court .. .. .	84
Diary of—to be scrutinised by Court .. .. .	84
Selection of—to be made by the Court .. .. .	85, 97
—to endeavour to meet the convenience of witnesses as far as practicable	87, 88

	Page.
<b>Commissioner(s)—concl'd.</b>	
—to return the papers of commission to the Court through which he received them .. .. .	88
Appointment of—to take evidence in England .. .. .	91
Qualification of—for local investigation .. .. .	95
Number of survey—to be fixed by the High Court .. .. .	96
List of Survey—to consist of Panels I and II .. .. .	96
List of accounts—to be prepared by the seniormost Judicial Officer .. .. .	100
Destruction of copies of complaints, etc., returned by pleader— .. .. .	229
Payment of fees to— .. .. .	285
Daily outturn of survey-knowing—, how to be determined .. .. .	286
Classes of persons who may be— .. .. .	285-287
Judicial Officers employed as—, expenses of .. .. .	287
Remuneration of—to be paid in cash .. .. .	287
—may suspend work on failure of parties to deposit additional fee required .. .. .	287
Fees payable to—how to be dealt with .. .. .	298
<b>Committee—</b>	
Conduct of examination of Mukhtarship Candidates vested in—of Legal Education .. .. .	370-373
Regulations for conducting Mukhtarship Examination and constitution of the—of Legal Education .. .. .	394-395
<b>Communication—</b>	
See, Correspondence.	
<b>Complaints—</b>	
Criminal—in cases of resistance to Execution .. .. .	80
<b>Conference—</b>	
District Judge to assemble a—of all Judicial Officers in his district at the time of inspection .. .. .	435
Annual judicial—at Sadar .. .. .	435
Copy of—report to be sent to High Court .. .. .	435
<b>Confidential report (s)</b>	
See—"Outturn", "Adverse remarks".	
—when to be submitted by District Judges .. .. .	362
District Judges to record—before leaving station .. .. .	362
Period for which—is to be submitted .. .. .	362
—what to contain .. .. .	362, 363
—should be in form No. (M)7 and to be filled up in own hand .. .. .	363
Adverse remarks in—should be supported by data .. .. .	362
Remediable defects in—to be communicated by the Registrar directly to the officer concerned .. .. .	362
—to be submitted on the work of Assistant Sessions Judges .. .. .	363, 364
Annual—regarding the work and character of District Judges' sheristadars and Nazirs at sadar .. .. .	364
<b>Consuls—</b>	
Processes for service not to be sent to—, Ambassadors or Diplomatic Agents .. .. .	32
—have the right to appear in proceedings under the Administrator-General's Act .. .. .	164

**Conventions—**

Page.

India has not entered into—with foreign countries for obtaining evidence	89
India has entered into—with Japan for execution of Letters of Request	92

**Cooch Behar—**

Service of processes in—State	33
Manner in which copies of judicial records are certified in—	82, 153

**Copy(ies)—**

Party filing written statement or list of document to furnish the other side with—	8
Party filing application which the Judge considers material to furnish the other side with—	8
List of documents, etc., how they should be authenticated	8
Filing of—of decree with execution petition	63
—of sale certificates may be granted, but being merely —of—, inadmissible in evidence	76
Manner in which—of judicial records are certified in Cooch Behar	82, 153
—of judgment and decree filed in appeals to be returned	108
—of wills to be entered in a register to be certified as true—	145
Taking of surreptitious—	211
Applications for—not to be entertained after date of despatch of records to District Record Room	213
Documents specified in a requisition for— to be sent to the Copying Department	223
—of plaints, etc., to be sent to High Court in appeals from interlocutory orders	225
Destruction of—of plants, etc., returned by pleader-commissioners	229
Each application for - to be restricted to a single cause or matter	242, 246
Defective applications for—to be rejected	242, 250
Rules regarding applications for—	245-246
Applications for—, when to be made and to whom	245-246
Who may obtain—	245
A party ordered to file written statement not entitled to— of written statements filed by another party	245
Grant of uncertified—	245
Stranger not entitled to—of private documents	245
—of printed or lithographed maps not to be supplied	246
Applications for—of letters, etc., of the High Court	246
Applications for—in doubtful cases and those made by strangers to be laid before the Judge in charge	246
Application for copies of depositions in a case which is being heard to be laid before the Judge in charge	257
—of—, when to be granted	246
—of a part of a document	246
Assessment of court-fee in cases of applications for—of annexures to a decree	246
Fees and charges for inspection, information and—	247-252, 265
Court-fee on certified—, where to be affixed	252
How—of documents such as <i>jama bandis</i> , measurement papers, etc., to be prepared	263

	Page.
<b>Copy(ies)—<i>concl.</i></b>	
Additional charges for copying <i>jamabandis</i> , etc. . . . .	253
No fees to be charged for searching and copying papers required by public officers for public purposes . . . . .	253
Charges for—of maps and plans . . . . .	253
Conversion of uncertified—into certified— . . . . .	253
Stamp duty payable on—of maps and plans . . . . .	253
Rules regarding preparation and issue of— . . . . .	254-262
Entries in the Register of application for—to be made by Head Comparing Clerk . . . . .	254-255
Applications for—not to be rejected on frivolous grounds . . . . .	256
Procedure for dealing with applications for— . . . . .	254-256
Estimate as to stamps and folios necessary for— . . . . .	255
Estimate as to stamps and folios necessary for—to be notified to parties by entry in Register No. (R) 26 . . . . .	256
Applications for—, when to be rejected . . . . .	256
Only those papers of which—are required to be sent to Copying Department . . . . .	223, 257
Preparation of—not to be started before requisite folios and stamps are realised in full . . . . .	257
—of a document to show the page number of the original . . . . .	257
Extra court-fees and folios required for—to be notified . . . . .	257
Procedure to be followed when they are put in . . . . .	258
Particulars to be recorded on the back of— . . . . .	257, 260
Every—to be signed and dated by copyist and examiner . . . . .	258
Time for furnishing— . . . . .	258, 261
Procedure regarding "urgent"— . . . . .	258
All—to be examined, and by whom . . . . .	258
—to be written or typed legibly with proper ink and in the prescribed form . . . . .	259, 266
Certified—to be certified as true—and to be sealed . . . . .	259
—how to be certified and by whom . . . . .	259-260
Uncertified—only to be marked as "examined" . . . . .	260
Disposal of unused folios for— . . . . .	261
All—or information ready for delivery to be entered in Register No. (R) 27 which will be open to public inspection . . . . .	261
Destruction of—not taken delivery of— . . . . .	261
Quarterly destruction of applications for— . . . . .	261
—of English documents to be typewritten . . . . .	263
—of judgments for appellants in jail not to be made by typists . . . . .	264
Supply of surreptitious—strictly forbidden . . . . .	264
Errors and interlineations in— . . . . .	259, 265
Supply of—of documents in a language with which no copyist is acquainted . . . . .	265
Charge for—to be levied by means of impressed and adhesive stamps . . . . .	265
How stamp slips for—are to be dealt with . . . . .	266
Remission of fee on applications for—of documents filed by any person . . . . .	275
Register of applications for—[(R) 23] to be maintained by Head Comparing Clerk . . . . .	345
Applications for—or inspection of Wills to be entered in the Register of applications for— . . . . .	345
Quarterly statement of applications for—of decrees in which—not ready within 14 days . . . . .	354

**Copying Department—**

Page.

At stations where there are more Courts than one—to be amalgamated ..	263
Head Comparing Clerk to be the chief ministerial officer of— ..	263
Use of carbon paper in the— .. .. .	264
Inspection and supervision of work in— ..	422

**Copyists and Typists—***Sec. Typists.*

—not allowed the right of entry into Record Room .. ..	255
Distribution of work among— .. ..	257, 264
—to note the number of words written or typed on the back of each sheet ..	258
Extra—to be temporarily employed when preparation of copies is likely to be delayed .. ..	258
—not allowed to examine for each other .. ..	258
List of—showing monthly remuneration to be maintained .. ..	262
—to be licensed .. ..	262
Services of—when to be dispensed with .. ..	263
How earnings of—to be regulated .. ..	263
Appointment of—to be approved of by High Court .. ..	263
Distribution of unremunerated work to— .. ..	264
Supply of surreptitious copies by—forbidden .. ..	264
Half of the charge per folio to represent the earnings of— ..	265
—paid by the folio .. ..	265
Method of preparation of bills, submitted by— .. ..	265, 266
—not entitled to expedition fees .. ..	265

**Correspondence—***Sec. Letters.*

—with foreign Consular Offices to be made with ceremonial politeness ..	88
Classification, preservation and destruction of— .. ..	235, 239
Period of preservation of—files .. ..	235, 418
—files to be destroyed by fire .. ..	235
Classification of confidential— .. ..	238
Rules regarding— .. ..	417-419
Paragraphs of each letter to be numbered .. ..	417, 424
Use of facsimile stamp to be avoided .. ..	417
Despatch and opening of covers containing confidential— ..	418
Envelopes containing—addressed to High Court to bear despatch number .. ..	423
—with High Court, how and to whom to be addressed .. ..	423-424
—with French territory Court to be made through local Government ..	424
—with Hyderabad residency, how to be made .. ..	424

**Corrupt practices—**

Judicial officers to keep strict eye over— .. ..	420
Cases of—among ministerial officers and peons to be mentioned in Annual reports .. ..	361
Cases of—among ministerial officers and peons to be noticed in inspection reports .. ..	456



**Cost(s)—**

—of an application to strike out scandalous matter from an affidavit	10
—of affidavits .. .. .	12
Adjournment—when to be allowed ( <i>See</i> , Adjournment) ..	48-49
Pleadings receiving adjournment—and other—to file receipts from clients	49
Adjournment—to be treated as peremptory receipts .. ..	49
Adjournment—not to be refunded by the party losing the case ..	49
Payment of adjournment—to be noted in the order sheet ..	49
—of proving a document to be paid by the party refusing to admit ..	51
Pleadings' fees relating to discovery and admission to be allowed as—of the suit .. .. .	51
Rate at which witnesses'—are recoverable .. .. .	54
Pleadings are responsible to see that—are rightly calculated .. ..	60
—in decrees, how to be calculated .. .. .	61
No—unnecessarily incurred to be allowed .. .. .	61
What expenses not to be considered proper .. .. .	61
When passing order on petitions Court should note whether—are allowed or not .. .. .	61
“Proportionate”— .. .. .	62
“Corresponding”— .. .. .	62
—according to success .. .. .	62
Compensatory— .. .. .	62
—in Execution and Miscellaneous cases .. .. .	63
—paid by decret-holder for bringing property to Court to be accounted for .. .. .	71
Payment of—for service in Execution cases with police aid ..	80
—for retrial on remand should be noted .. .. .	108
Proceedings under the Provincial Insolvency Act to be at the—of the party prosecuting the same .. .. .	185
In cases where—awarded by final order, the record to be classed as “C” ..	229
Fees for processes to be treated as—of the Suit .. .. .	273

**Court(s)—**

Sittings of— .. .. .	1
Sittings of—on Saturdays .. .. .	1
Sittings of—on Fridays .. .. .	1
Sittings of—in hot weather .. .. .	1
Distribution of work between permanent and temporary— ..	430-31
Applications for construction and repairs of—houses .. ..	428
Reapportionment of territorial jurisdiction of—to equalise work ..	431
Periodical inspection by District Judge of subordinate— .. ..	435

**Court-fee(s)—***See*, Fees, Stamps.

Retrospective demand of—not to be made on added claim raising value of suits under Bengal Tenancy Act .. .. .	156
—on certified copies, where to be affixed .. .. .	252
Cancellation of—stamps .. .. .	254, 277-279
Reduction and remission of—on certain documents .. .. .	273-276

**Court-fee(s)—concd.**

Page.

Refund of value of—stamps on plaints returned for technical error ..	274
Punching of—stamps, how to be effected .. ..	278
Second punching of— on records not required to be sent to the Record Room .. ..	278
Second punching of—by Record Keeper .. ..	219
—stamps for process fees regarding landlords' fees not to be punched ..	278
—realised in cash to be classed under what head of accounts ..	296
Purchase of—stamps by Nazir, how to be effected ..	310
Refund of the value of—stamps .. ..	315
Refund of the value of—stamps on account of unspent process fees, applications for—need not be stamped with— ..	315
Applications for refund of peremptory cash not to be stamped with— ..	319
Annual report to note the observance of rules under the—Act ..	361

**Criminal Procedure Code—**

Miscellaneous criminal proceedings under ss. 195, 476, 478 and 480—to be treated as Miscellaneous Judicial cases for purposes of returns ..	350
---	-----

**Dafadars**

Verification of service by— .. ..	20
-----------------------------------	----

**Date(s)—**

Fixing of—of hearing .. ..	45
Number of cases fixed for each—should be such that the cases can be disposed of during the day .. ..	45
Peremptory—, how to be fixed .. ..	46
Indian—should be followed by English—in judgments .. ..	55
—for cases adjourned for judgment to be notified to parties and pleaders ..	56
—of sitting of a judge of two or more Small Cause Courts to be notified to the High Court .. ..	162
—of presentation of plaint or application to execute decrees to be considered as—of institution .. ..	353
—of registration of plaints to be shown below the—of presentation ..	353
—of submission of periodical returns .. ..	353-354
—of submission of annual confidential reports .. ..	362, 363, 364

**Day(s)—**

—defined for the purposes of Account Rules .. ..	301
Number of—officers absent from Court to be noted in quarterly statements ..	355
List of peremptory cases for the next week to be hung up on the last working—of each week .. ..	46

**Death**

—and array of parties .. ..	7
-----------------------------	---

**Declaration(s)—**

—in proof of service of process .. ..	22
—in proof of service of process in prescribed form .. ..	23
—made by serving officer is evidence .. ..	22

	Page.
<b>Decree-holder(s)—</b>	
Execution application filed by one or more of joint— .. ..	65
<b>Decree(s)—</b>	
Rules relating to drawing up of— .. ..	58-61
—to be drawn up in the language of the Court .. ..	58
—of District and Subordinate Judges to be in English .. ..	58
Petitions of compromise, maps, etc., to form part of the—if necessary to illustrate it .. ..	58
Proper form of—where compromise goes beyond the subject matter of suit .. ..	58
Registered addresses of parties to be shown in— .. ..	59
—to be prepared within seven days .. ..	59
Notice to take back exhibits or schedule of cost in—to be penned through when there are no exhibits to return or no cost to recover .. ..	209
Final decree in suits where preliminary—is passed .. ..	59
—should state powers of a judge .. ..	59
List of draft—drawn up to be posted on Notice Board .. ..	59
Judge to sign decree after hearing objections .. ..	60
Pleaders are responsible that—are correctly drawn up .. ..	60
Cases in which—need not be drawn up .. ..	60-61
Costs in—, how to be calculated .. ..	61
Resistance to execution of— .. ..	63
Execution of— .. ..	64-65
Execution of—during holidays which are extremely emergent .. ..	2
Filing of copy of—with execution petition .. ..	63
Satisfaction of decree by immediate payment .. ..	66
Amount of—not to be received by pleader unless authorised by Vakalat-nama .. ..	66
Payment of the amount of—in Court .. ..	66,344
Payment of the amount of—out of Court .. ..	67
Payment of amount of—to be noted in Suit Register .. ..	67
Transmission of—to another Court for execution .. ..	81
Return of the—, if no action taken in the transmitted Court .. ..	81
Execution of—in Chittagong Hill Tracts .. ..	82, 273
Execution by British Indian Courts of—of Courts outside British India and vice versa .. ..	82
Execution of—beyond the local limits of Court's jurisdiction in Courts established by Governor-General in Council .. ..	111-114, 143-152
Form of—in suits between landlord and tenant .. ..	156
In—in suits under Bengal Tenancy Act, the number in record-of-rights to be given .. ..	156
Separate—under s. 144(2), Bengal Tenancy Act, to be drawn up in separate forms .. ..	156
—under s. 39 of the Specific Relief Act, a copy to be forwarded to the registering officer .. ..	186
—under the Indian Divorce Act not to be confirmed before six months .. ..	193
Assessment of court-fee when application made for copies of annexures to— .. ..	246
All—holders to join in application for payment of decretal amount .. ..	309

Decree(s)— <i>conclid.</i>	Page.
Satisfaction of—without there being execution proceeding to be noted on order sheet .. .. .	344
Applications for possession under order 21, Rules 95 and 96 in execution of—to be treated as continuation of Execution case .. .. .	344
What classes of suits to be shown in statements as disposed of when preliminary—are made .. .. .	351
Cases in which preliminary—are passed to be treated as decided on con- test .. .. .	352
Applications for transfer of—not to appear in returns .. .. .	352
Quarterly statement of applications for copies of—in which copies not ready within 14 days .. .. .	354
Powers conferred on advocate, vakil or pleader cease on the enforcement of— .. .. .	387
<b>Defendant—</b>	
Cases to be exhibited as decreed <i>ex parte</i> on —'s failure to appear at adjourned hearing .. .. .	351
<b>Delay</b>	
There should be no—in delivering judgments .. .. .	56
—in delivering judgment to be explained in monthly statement in Form No. (S) 3 .. .. .	56
Explanations of—in quarterly statements should be as condensed as possible .. .. .	356
What are not explanations of— .. .. .	356
<b>Delegation—</b>	
—of power to Judge-in-charge of Nazarat to exercise disciplinary jurisdiction over psons .. .. .	26
There can be no—of District Judge's power of inspection of Subordinate Courts .. .. .	435
—of duty of passing chalans does not relieve the District Judge of his responsibility-- for accounting of all money received and paid .. .. .	325
<b>Deposit(s)—</b>	
<i>See, Payments, Civil deposits, Registers.</i>	
Landlord's transfer fee to be kept as civil court—pending confirmation of sale .. .. .	161
Lapsed—, application for payment of (A4) .. .. .	314, 333
—exceeding Rs. 5 to be termed A—and not exceeding Rs. 5 to be termed B— .. .. .	321
Separation of—for purposes of amount registers .. .. .	321-322
"A"—reduced below Rs. 5 not to be included in "B"— .. .. .	327
Verification of petty—balances .. .. .	332
List of unpaid balances of B—to be prepared .. .. .	332-333
Lapse of— .. .. .	332-333
Statement [Form No. (A) 12] of lapsed—to be submitted with Clearance Register .. .. .	333
Refund of lapsed— .. .. .	333
Register of applications for refund of lapsed— .. .. .	334
<b>Deposition—</b>	
—to be recorded on one side of paper unless a typewriter is used. .. .. .	55
Use of typewriter for recording—is strongly recommended .. .. .	53
<b>Deputy Registrar—</b>	
Parcels containing records and returns of processes issued by the High Court to be addressed to— .. .. .	225
Communications relating to case work in the High Court to be addressed to— .. .. .	423

	Page.
<b>Diary—</b>	
The hours of daily attendance and departure and of sittings and administrative work to be entered in court's—with the Judge's own hand ..	2
Maintenance of—by each civil court .. .. .	3
—how to be maintained .. .. .	3
Appeals, Execution and Miscellaneous cases how to be shown in— ..	3
Progress of each case to be shown in— .. .. .	3
Reasons for adjournment to be shown in— .. .. .	3
Number of witnesses examined to be shown in— .. .. .	3
Note to be kept in—when revenue and Criminal work is done ..	4
Unusually short sittings to be explained in— .. .. .	4
—to be signed each day .. .. .	4
“Short case—” to be maintained by all Civil Courts in forms Nos. (J) 14, (J) 15 and (J) 16 .. .. .	4
Suits to be entered in—in advance .. .. .	14
—of Commissioners to be scrutinised by Court .. .. .	84, 98
Peon's—must be made over immediately on return from mofussil ..	29
Judge in charge to inspect peon's— .. .. .	29
<b>Dictation—</b>	
—of evidence .. .. .	53
—of judgment .. .. .	57
<b>Discovery—</b>	
Rules relating to—, inspection, admission, etc. .. .. .	51-52
Rules of—to be applied by Judges <i>suo motu</i> under s. 30 C. P. Code even if parties or pleaders fail to take action .. .. .	51
In judging of the merits of judicial officers their ability to make systematic use of rules relating to—will be taken into consideration .. .. .	51
<b>District Delegate—</b>	
—to return under s. 288 of the Indian Succession Act to the District Judge .. .. .	165
Courts invested with the powers of—under s. 265, Indian Succession Act ..	175-180
<b>District Judge—</b>	
<i>See, Judge.</i>	
—to do as much civil appellate work as possible, specially when there are Additional District Judges .. .. .	107
—failing to do civil appellate work should note reason for inability in Annual Report .. .. .	107, 430
Outturn of—should be doubled or very nearly doubled where there are Additional District Judges .. .. .	429
—to apply to High Court to retain all appeals in his file for distribution to the Courts .. .. .	107
Courts invested with the functions of a—, under s. 388, Indian Succession Act .. .. .	169-174
Meaning of the term—in Account Rules .. .. .	295
Officers at Malda, Bogra, etc., invested with powers of—for purposes of accounts .. .. .	296
—not to delegate his powers as regards accounts .. .. .	296
—failing to inspect subordinate courts at sadar once a year and at outlying stations once in two years to submit explanation .. .. .	435
—cannot delegate power of inspection .. .. .	435
—to convoke a judicial conference at sadar every year of all judicial officers in the district .. .. .	435
—not entitled to issue circular order or standing order without the permission of the High Court .. .. .	424

	Page.
<b>Dividend—</b>	
Payment of—in Insolvency cases .. .. .	184
<b>Div</b>	
Procedure to be observed in cases of— .. .. .	193
Records in—cases requiring confirmation to be sent soon after decree ..	193
Rules under s. 17-A—Act .. .. .	193-194
<b>Document(s)—</b>	
Filing of list of—in contested original suits .. .. .	8, 206
No—being an exhibit to an affidavit to be returned .. .. .	9
Production of public— .. .. .	35-37
Public—produced to be promptly returned .. .. .	36
—not produced in accordance with law not to be received .. .. .	206
Acceptance of torn, worm-eaten and damaged— .. .. .	206
—like shop-books, etc., to be marked with flags .. .. .	207
Filing of bulky— .. .. .	207, 210
Impounding of suspicious or unstamped— .. .. .	207
—of historical or antiquarian interest not to be defaced .. .. .	207
—tendered in evidence but rejected to be returned to the person tendering it .. .. .	208
—produced by a party to be taken back by his pleader .. .. .	208
Unexhibited—to be removed from the record and destroyed at the end of six months .. .. .	209
List of—for destruction to be prepared .. .. .	209
Production of—by a person, not a party to the suit .. .. .	210
Register of applications for return of— .. .. .	217
Register of requisitions for— .. .. .	217
Applications and requisitions for—to be entered in Register .. .. .	222
Particulars to be given in applications for return of— .. .. .	223
Applications for return of—, when to be rejected .. .. .	224
Rejected applications for return of—to be preserved for three months ..	224
Notice to parties to take back— .. .. .	230
Destruction of unreturned— .. .. .	230
—received from other courts or produced by Government officials to be returned .. .. .	230
Copy of a public— .. .. .	246
How copies of <i>jamabandis</i> , measurement papers, etc., to be prepared ..	253
Fees for translation of a—by High Court Translator .. .. .	254
Remission of fees on application for return and copies of—filed by any person .. .. .	275
<b>Domicile—</b>	
—of parties in a divorce case .. .. .	193
<b>Dress—</b>	
<i>See, Gown(s).</i>	
Advocates and vakils of High Court appearing in lower courts to wear in High Court .. .. .	389
—to be worn by legal practitioners .. .. .	389

	Page.
<b>Dress—concl'd.</b>	
The wearing of gowns by pleaders is compulsory .. ..	389
Mukhtars to wear the same—as that of pleaders but without gowns ..	389
Police officer in uniform when appearing as witness to salute court with head—on .. .. .	428
—of judicial officers .. .. .	428-429
<b>Duty—</b>	
Stamp—and penalty realized in court classed as Government receipts in the classification of accounts .. .. .	296
Certificate of stamp—and penalty levied in form No. (R) 19 .. ..	335
Application for leave to appear at Mukhtearship examination not liable to stamp— .. .. .	372
Application for admission to practise as legal practitioner not liable to stamp— .. .. .	373
Each clerk to keep a—card .. .. .	416-417
<b>Emergent processes—</b>	
Nazir to make immediate arrangement for service of— .. ..	28
Extra fee for— .. .. .	271
Computation of— .. .. .	401
<b>Endersement—</b>	
Correspondence by— .. .. .	417
—on letter by postal servant of refusal to take delivery is <i>prima facie</i> proof of service .. .. .	22
<b>English—</b>	
Pleadings, applications, etc., to be filed preferably in— .. ..	3
An advocate or pleader may address the court in— .. ..	5
Memorandum of evidence to be recorded in— .. ..	49
Accounts to be kept in— .. .. .	337
Registers to be kept in— .. .. .	343
<b>Enrolment—</b>	
Rules regarding the—or admission of pleader—See “Pleader.”	
<b>Establishment—</b>	
See “Ministerial officer”, “Process-serving peons.”	
<b>Estates—</b>	
Attachment of—or shares of— .. .. .	70
Sale of—or shares of— .. .. .	76
Quarterly statement of sales of—to be submitted to the Collector ..	76
<b>Evidence—</b>	
See, “Oral evidence”.	
To be taken in open court .. .. .	11
Memorandum of—to be recorded in English .. .. .	53
Recording of—, how to be made .. .. .	53
—, when can be dictated .. .. .	53

<b>Evidence—concl.</b>		<b>Page.</b>
—may be typewritten by the Judge .. .. .	53	
Declaration made by serving officer is— .. .. .	22	
Commissioner not to exclude—on debatable grounds .. .. .	88	
Subordinate courts not to take—for foreign tribunals .. .. .	88	
Taking of—in foreign countries for British Indian Courts .. .. .	89-91	
Taking of—in Great Britain .. .. .	89	
Production of documentary— .. .. .	206	

<b>Execution—</b>		
<i>See, Decrees.</i>		
—of decrees .. .. .	63-82	
Checking of—applications .. .. .	63	
—application shall set out fully and accurately the particulars necessary and the relief claimed .. .. .	63-64	
Interest to be correctly calculated and stated in—application .. .. .	64	
Time when—application should be put up before Court .. .. .	64	
When searching fee has been paid with—application, information available in the office to remedy defects shall be noted .. .. .	64	
—application for attachment of movable property shall be accompanied by a list and costs, where necessary .. .. .	64	
Filing of a copy of decree with—application .. .. .	63	
Resistance to—, immediate report to be made .. .. .	80	
—application by one or more of several decree-holders .. .. .	65	
Payment and satisfaction in— .. .. .	66	
Attachment of property in—, <i>See</i> “Attachment.” .. .. .		
Application for transmission of decree to another court for— .. .. .	81	
—by British Indian Courts of decrees of courts outside British India and <i>vice versa</i> .. .. .	82	
Destruction of records of—cases, when to be carried out .. .. .	229	
Application for delivery of possession to be treated as continuation of—cases .. .. .	344	
Presiding judge to examine records of 5 per cent.—applications finally disposed of .. .. .	354	
If no vakalatnama is filed in—cases, the party to make a verified statement that the pleader acted in original suit .. .. .	387	
Withdrawal from deposit by advocate, vakil or pleader of money realised in—proceedings .. .. .	387	

<b>Exhibit(s)—</b>		
No document being an—to an affidavit to be returned .. .. .	9	
—not to be shown in table of contents .. .. .	204	
Filing of cumbersome and bulky— .. .. .	207	
—how to be marked .. .. .	208, 225	
—not to be defaced .. .. .	208	
Cumbersome and bulky—not to be sent to the High Court in second appeals .. .. .	225	
Return of— .. .. .	209	
Inspection of— <i>see</i> “Inspection.” .. .. .		
Destruction of unreturned—, when to be made .. .. .	229	
List of unreturned—to be prepared by the record-keeper .. .. .	229	



	Page.
<b>Exports—</b>	
In—cases courts ought not to act upon any thing short of personal service	19
Judgments in—cases, what to contain .. .. .	57
<b>Expedition</b>	
Copyists and typists not entitled to— ..	265
—for urgent applications for inspection and information	248
—for urgent applications for copy .. ..	262
—for emergent processes .. .. .	271
<b>Expense(s)—</b>	
<i>See, Witnesses.</i>	
—of commission in foreign countries to be deposited	91
—of witnesses .. .. .	282-284
—of commissions .. .. .	285-288
—of guardians <i>ad litem</i> of minors .. ..	288-289
—of a ministerial officer appointed as guardian <i>ad litem</i>	289
<b>Expert witness(es)—</b>	
Allowance to— .. .. .	283
Fee for—from the Finger Print Bureau .. ..	284
Summoning of— .. .. .	18
Fee for Government Examiner of Questioned Documents .. ..	284
<i>See, " Allowance."</i>	
<b>Explanation—</b>	
Foolscap paper to be used for— .. .. .	347
to be given when figures in returns differ .. ..	354
of cases pending for over six months to be submitted half-yearly to District Judge .. .. .	356
—of cases pending over one year to be submitted half-yearly to the High Court .. .. .	356
—to be concise but precise .. .. .	356
What are not—of delay .. .. .	356
—of judicial officer on defects noticed in inspection report to be submitted to High Court .. .. .	437
<b>Facsimile Stamps</b>	
Not to be used in official correspondence .. .. .	417
Use of name seal .. .. .	5
<b>Fees(s)—</b>	
<i>See, Court-fees.</i>	
—for service of summons on a witness to be served through court and other expenses to be deposited .. .. .	18
—for production of a record from the Original Side and Appellate Side ..	38-39
Pleadings—relating to discovery and admission to be allowed .. ..	51
—for processes in execution cases to be filed .. .. .	64

Fees—*contd.*

## Page.

—under s. 26E, Bengal Tenancy Act to be deposited in cases of sale of occupancy holding .. .. .	75
—for subsistence of persons committed to civil prison .. .. .	79
Commissioner not to receive—direct from parties .. .. .	83
—for commissions in foreign countries .. .. .	91
—of one hundred dollars to be deposited in respect of commissions to United States of America .. .. .	92
—for inspection of Wills .. .. .	167
—for copy of Wills .. .. .	168
—for notices under the Bengal Alluvial Lands Act to be paid by the Collector .. .. .	192
Applications under the Bengal Money-lenders Act to be stamped with court-fee of 12 as. .. .. .	195
Searching—of 4 annas in court-fee stamps to be attached to applications for information .. .. .	241,
	247-250
Assessment of court-fees on applications for copies of annexures to a decree .. .. .	246
—and charges for inspection, information and copies .. .. .	247-252
Levy of searching fee .. .. .	247-250
No searching—to be charged for inspection of records of pending cases .. .. .	248
Expedition—for urgent applications .. .. .	248, 252
Searching—when not chargeable .. .. .	249
Searching—for sending for a record from the High Court, Appellate Side .. .. .	250
Searching—for documents in the Collectorate .. .. .	250
No—for searching, copying or typing papers required by public officers for public purposes .. .. .	253
—for preparing copies of maps and plans .. .. .	253
—for photographic enlargement of a finger print .. .. .	254
—for translation of documents by High Court Translator .. .. .	254
Expedition—not to be allowed to copyists and typists .. .. .	265
—chargeable for serving and executing process issued by High Court and subordinate courts .. .. .	267-271
Single process—payable when persons not exceeding four live in the same village or not .. .. .	268
Single process—for service on co-sharer landlords and other defendants .. .. .	268
Single process—for service on a major defendant in his personal capacity and as guardian .. .. .	268
No process—chargeable for summons on witnesses served by parties .. .. .	269
Daily—for attachment by actual seizure .. .. .	269-270
Refund of custody— .. .. .	271
Payment of poundage— .. .. .	271
—for execution of emergent processes .. .. .	271
—for processes in execution of a decree or order for money .. .. .	271
—for serving and executing processes, when not chargeable .. .. .	271-272
Table of—chargeable for processes, in English and vernacular to be hung up in court house .. .. .	272
—for boat hire and ferry toll for serving processes .. .. .	272-73
—for boat hire and ferry toll, how to be realised .. .. .	273
—for process to be served in the jurisdiction of another court .. .. .	273
—for service and execution of processes in Mauritius .. .. .	273
Reduction and remission of—on certain documents .. .. .	273-276

	Page.
<b>Fee(s)—concl'd.</b>	
Remission of—on application for return and copies of documents filed by any person .. .. .	275
—for deposit of rent under the Bengal Tenancy Act .. .. .	276
Reduction of—on plaints under section 106, Bengal Tenancy Act .. .. .	276
—for withdrawal of a case from a Union Court to the Civil Court .. .. .	281
No—for postage leviable when records called for from District Record Room by court itself to carry out its duties, under the law .. .. .	281
—for Government Examiner of Questioned Document summoned as witness to be credited in full to the Central Revenues by Courts .. .. .	284
—for affidavits .. .. .	284-285
No—for affidavits, when .. .. .	285
—for affidavits, not under the C. P. Code or not connected with any case .. .. .	285
—for affidavits to be entered in the Register of Court-fees .. .. .	285
—for the examination of witnesses on commission .. .. .	285
—for local investigations requiring knowledge of survey .. .. .	286
—for commissions to make partition, examine accounts, ascertain means profits, etc. .. .. .	287
—of Commissioners to be paid in cash .. .. .	287
—of pleaders appointed as guardians <i>ad litem</i> of minors .. .. .	288
Rules regarding—payable to legal practitioners .. .. .	291-294
—payable to Commissioners how to be dealt with .. .. .	298
—payable to pleader permitted to take a probationer .. .. .	369
—payable by candidates for Mukhtarship Examination .. .. .	372
Refund of Mukhtarship examination—when may be allowed .. .. .	372-373
—payable for admission to practise as legal practitioner .. .. .	373, 375
<b>Ferry(ies)—</b>	
See "Boat hire".	
Table of—and tolls to be prepared and kept in each court .. .. .	283
<b>Figures—</b>	
Procedure when—differ in returns .. .. .	354
—in annual statement to be compared with High Court's printed report .. .. .	354
Failure to explain discrepancies in—in annual reports to be avoided .. .. .	359
<b>Files—</b>	
Division of records into— .. .. .	201-203
Arrangement of General Letters, Circulars, etc., into— .. .. .	418
<b>Filing—</b>	
No document or proceeding required to be presented or filed to be sent by post or telegraph .. .. .	5
<b>Filing numbers—</b>	
—to be marked on all plaints .. .. .	13
<b>Final Decree—</b>	
—should be drawn up when it follows preliminary decree .. .. .	59
—in mortgage suits to contain definite particulars of the claim .. .. .	59

**Final order(s)—**

Page.

—in cases or proceedings should be in Judge's own hand .. .. 57

**Finding(s)—**

—on each issue to be recorded separately .. .. 55  
 Cases in which—are called for to be given precedence .. .. 108  
 Adjournment not to be granted beyond the date fixed for return of— .. 108  
 —to be submitted by the day named in the order .. .. 108  
 Costs of both parties to be certified when—are returned .. .. 108

**Fine(s)—**

—and forfeitures to be classed as Government receipts in the classification of accounts .. .. 295  
 —to be imposed on pleader or mukhtar for holding an appointment without permission of the High Court .. .. 377

**Finger print(s)—**

Charges for photographic enlargement of— .. .. 254  
 Expenses of—Experts summoned as witnesses .. .. 284  
 Cost of photographic enlargement of—and the Experts' fees to be dealt with as peremptory receipts .. .. 297

**Fire—**

Reconstruction of records and registers, etc., damaged by— .. 427-428

**Firearms—**

—not to be taken into court .. .. 25 \*

**Firm—**

Service of summons on— .. .. 22

**Folio(s)—**

Of manuscript copies to consist of 150 English and 200 vernacular words 251, 266  
 Of typed copies to consist of 300 words English or Vernacular .. 251, 266  
 Disposal of unused—for copies .. .. 261  
 Destruction of unused—not taken delivery of .. .. 261  
 Copyists and typists to be paid by the— .. .. 265

**Foreign Courts**

Service of processes of and through—  
 See "Processes."

**Foreigners—**

Disposal of property of—dying intestate .. .. 163, 164

**Forfeitures—**

See "Fines".

Form(s)—	Page.
—of process available free .. .. .	18
Printing of—by private presses .. .. .	18
Report of service and declaration in proof of service to be recorded in prescribed— .. .. .	23
—of records calling for records [(M)10] .. .. .	38
Statement in—(S) 3 of judgments reserved to be submitted .. .. .	56
—of certificate of satisfaction of decree when payment is made out of court .. .. .	67
—of intimation of withdrawal of attachment .. .. .	70
—of sale certificate .. .. .	76
—of Release Order of persons committed to civil prison .. .. .	80
—of decree in suits between landlord and tenant [(J) 28] .. .. .	156
—of index of wills .. .. .	166
—of letters advising despatch of records and acknowledgment of records .. .. .	225
Application for inspection of records to be made in—No. (M) 36 .. .. .	227
List of unreturned exhibits to be prepared in prescribed— .. .. .	229
—of application for information [(M) 55] obtainable from Nazir .. .. .	241
Register of application for information in—No. (R) 24 .. .. .	241, 242
—of application for copies [(M) 54] obtainable from Nazir .. .. .	245
—of Registers of applications for copies [(R) 23] .. .. .	254-255
—of lists of copyists and typists showing monthly remuneration .. .. .	262
—of certificate to be granted to a Government servant summoned as a witness .. .. .	283
—of chalan, No. (A) 1 .. .. .	303
Peremptory receipts to be entered by cashier in a bound book of receipt —[No. (A) 23] .. .. .	307
—of application for payment of money out of court [Nos. (A) 2 and (A) 3] .. .. .	309
—[No. (A) 8] of Daily Advice Lists to Treasury .. .. .	314
Application for payment of lapsed deposits in—No. (A) 4 .. .. .	314
—of application for refund of fine or miscellaneous receipt [(A) 5] .. .. .	314
—of application for refund of the value of court-fee stamps [(A) 6 and (A) 7] .. .. .	315
—of Treasury Pass Book (A) 17 .. .. .	317
—of Daily Advice List from Treasury (A) 9 .. .. .	321
Statement of lapsed deposits in—No. (A) 12 .. .. .	333
Monthly return in—No. (A) 22 of Government receipts .. .. .	336
Verification of stock of saleable— .. .. .	337
—to be obtained through the—Department .. .. .	338
Maintenance of stock of— .. .. .	338
—in manuscript prohibited .. .. .	338
Printed—of periodical statements to be supplied by the Press and—Manager, Bengal, to Courts on indent and to be used .. .. .	347
Confidential report on the work of judges to be in—No. (M) 8 .. .. .	354, 365
Half-yearly statement in—No. (S) 8 of the progress made in the disposal of old cases .. .. .	356
Concise statement in—No. (S) 7 to be submitted quarterly regarding the numerical outturn of work done by judicial officers .. .. .	356
—of certificates to be filed by pleader probationer .. .. .	369-70
—of application for admission to practise as legal practitioners [(M) 14] .. .. .	373
—of annual return [(S) 33] of pleaders and Mukhtars who have and have not renewed certificates .. .. .	379

**Form(s)—*concl.*****Page.**

Catalogue of books in Library to be maintained in prescribed—in manuscript .. .. .	409-410
Instructions regarding indent, supply, arrangement, etc., of— ..	413-414
Supplies of—when to be made .. .. .	413
Maintenance of a stock-book of— .. .. .	413
Verification of the stock of— .. .. .	413
Manuscript—not to be used when printed ones are available.. ..	413
Particulars to be entered in requisitions for— .. .. .	413-414
Responsibility of—clerk .. .. .	414
—of duty card maintained by each clerk .. .. .	416
—of inspection notes [(M) 7] .. .. .	437, 441-456
Inspection of District Record Room [(M) 7A] .. .. .	439, 457-459
List of Account— <i>See</i> Vol. II	
List of—of periodical Returns and Statement— <i>See</i> Vol. II.	
List of—Registers—, <i>See</i> Vol. II.	
List of Judicial—, . . . <i>See</i> Vol. II.	
List of Process—, . . . <i>See</i> Vol. II.	
List of Miscellaneous—, <i>See</i> Vol. II.	

**Fraction(s)—**

—of a rupee to be disregarded in value of suits for statistical purposes	346, 347
—to be omitted from the columns showing average duration of cases	352

**French territories—**

Service of processes in— .. .. .	33
Service of processes from— .. .. .	34
Letters of request in— .. .. .	90

**Furniture—**

Maintenance of a stock-book of articles of—and stores .. .. .	424
Verification of the stock of— .. .. .	424

**Gazette—**

Copies of "Calcutta—" to be bound in yearly volumes and preserved for 12 years and sold thereafter .. .. .	238
Copy of "Calcutta—" to be circulated to judicial officers .. .. .	411
"Calcutta—" to be sold after six years in subordinate courts .. .. .	418

**Government—**

Suits by or against— .. .. .	101
Sufficient time to be given for appearance in suits against civil and military officers under— .. .. .	25
Mode of service of summons on—servants .. .. .	25
servants not to accept gifts .. .. .	427
servants not to become guests of private individuals .. .. .	427
Procedure regarding credit of money to— .. .. .	335-336
Credit of stamp duty and penalty to— .. .. .	335
Credit to—of value of property of intestates .. .. .	297, 335-336
Money becoming the property of—to be credited to— .. .. .	335
What receipts to be credited at once to— .. .. .	336

	Page.
<b>Government Examiner of Questioned Documents—</b>	
Commissions for the examination of— .. .. .	86
<b>Government Pleader—</b>	
—to file a memorandum in lieu of vakalatnama .. .. .	101
Money not to be paid to—without authority from Collector .. .. .	101
<b>Gown(s)—</b>	
<i>See " Dress "</i> .	
Advocates and Vakils of High Court when appearing in subordinate courts to wear same—as in High Court .. .. .	
Pleadors to wear a black alpaca—of the cut and shape of a B.A.— .. .. .	
The wearing of—by pleaders is compulsory .. .. .	
Existing green—may be worn till they are fit to be worn .. .. .	
Mukhtars to wear the same dress as that of pleaders but without— .. .. .	
<b>Gun(s)—</b>	
Sale of—and firearms .. .. .	75-76
<b>Guardian(s) ad litem—</b>	
Plaintiff to file a list of suitable— .. .. .	16
Procedure relating to appointment of—and service of notice, etc. .. .. .	16
Court may appoint its officer as— .. .. .	16
Rules regarding— .. .. .	41-42
Travelling allowance allowed to— .. .. .	40
Expenses of— .. .. .	288-289
<b>Guardian &amp; Wards Act—</b>	
Rules under— .. .. .	164
Fact may be proved by affidavit in uncontested proceedings under— .. .. .	164
Examination of accounts .. .. .	164
<b>Half-yearly statements—</b>	
—of distribution of commissions to be submitted in Form No. (R) 34 .. .. .	85
<b>Hazira—</b>	
Time for filing— .. .. .	54
—to be filed in respective Courts .. .. .	54
Pleadors to sign— .. .. .	54
<b>Hearing—</b>	
—of cases in their chronological order .. .. .	46
—of suits from day to day after once begun .. .. .	50
—of arguments from day to day after evidence closed .. .. .	47
Advancement of— .. .. .	48
No case to be heard on holiday .. .. .	2
—of case when may be continued after closing hour .. .. .	2

**High Court(s)—**

Page.

Judicial orders of—not communicated by telegram ..	41
Applications for copies of letters etc., of the— ..	246
Searching fee for sending for a record from the—, Appellate Side ..	350
Fees for translation of a document by—Translator ..	354
Rules relating to service of notices etc. issued by— ..	23, 24
Court-fees for the execution and service of processes of the— ..	267-268
Procedure when commission is issued to a pleader of— ..	388
Periodical statements when to be despatched to the— ..	353-354
Vakil or attorney of other—not entitled to practise as such in Bengal and Assam ..	374
Fine to be imposed on pleader or Mukhtar for holding an appointment without permission of— ..	377
Advocates and Vakils practising in—to note on their vakalatnamas the names of persons from whom received ..	385
Advocates and Vakils of—when appearing in lower courts to appear in same gowns as in— ..	389
Yearly report of the number of original processes issued to be sent to— ..	401
District Judges' Sheristadars and Nazirs to be transferred by— ..	403
Communications with—, how to be addressed and marked ..	423-424
Applications for casual leave and permission to leave station during holidays by District Judges to be made to— ..	432
Notice of cancellation of leave by judicial officers to be submitted to— ..	433
Report of conference of judicial officers to be sent to— ..	435

**Holidays—**

No work on Sundays or Gazetted— ..	2
Execution work may be done during— ..	2
Permission to judicial officers to leave station during— ..	426, 432
Leave not to be combined with local— ..	434

**Hussen Sagar—**

See "Hyderabad".

**Hyderabad—**

Procedure regarding commissions for taking evidence in— ..	93
Service and execution of process in or received from— ..	273
Communications for the office of—residency, how to be made ..	424

**Identification—**

Identity of every person other than a pleader presenting a plaint, etc., to be established ..	7
A person making an affidavit to be identified ..	9
—of a <i>purdanashin</i> woman ..	9

**Identifier—**

—not ordinarily required in the service of processes ..	20
Court may ask party to supply— ..	20

**Illiterate persons—**

Service of notice on— ..	20
Execution of vakalatnama by— ..	385, 386
Swearing of affidavit by— ..	10



	Page.
<b>Immovable property—</b>	
<i>See</i> "Property".	
<b>Impounding—</b>	
—of documents not duly stamped .. ..	185
<b>Impressed stamps—</b>	
<i>See</i> "Stamps".	
<b>Imprisonment—</b>	
—of persons arrested under a civil court decree ..	79
Subsistence allowance of persons under— ..	79
<b>Incumbrance—</b>	
Registered and notified—to be specified in application for sale under Bengal Tenancy Act .. ..	70
<b>Indents—</b>	
Instructions regarding—for, and supply of forms .. ..	313
<b>Index—</b>	
Alphabetical—of wills to be prepared in the prescribed form ..	166
—of Record Room .. ..	216
—sheet of records .. ..	217, 230
—Registers .. ..	217
—of—Registers .. ..	217
Entries regarding destruction of records to be made on the—Board ..	230
—of General Letters, Rules, etc., of High Court, Government, etc., to be prepared .. ..	236
A separate—number to be given to each chalan .. ..	304
—in alphabetical order to be prefixed to the files of General and Special Letters and Circular Orders .. ..	418
—to addenda and corrigenda slips to the Civil Rules and Orders to be regularly written up .. ..	419
<b>Indisposition—</b>	
Absence of judicial officers on account of temporary— .. ..	432
Period of temporary—to be noted in quarterly statement, Form No. (S) 7 .. ..	432
<b>Information—</b>	
Rules regarding applications for— .. ..	241-243
Applications for—, when to be made and to whom .. ..	241
Searching fee of annas four to be attached to applications for— ..	241
Applications for—to be sent to the Copying Department in batches ..	241
Urgent applications for—to be entered in the register in red ink. ..	241
Applications for—not to be rejected on frivolous grounds .. ..	242
Each application for—to be restricted to a single cause or matter ..	242, 247
Defective applications for—to be rejected .. ..	242, 250
Supply of gratuitous or surreptitious— .. ..	242, 264
Fees and charges for— .. ..	247-252
—ready for delivery to be entered in a register which will be open to inspection .. ..	261
Noticeable increase or decrease in the number of applications for—to be noted in annual report .. ..	361

**Information and belief—**

Page.

Source of— to be stated in affidavit .. .. .	9
See "Affidavit" .. .. .	

**Initial(s)—**

Interlineation, erasure etc.. to be initialled by party and officer of court .. .. .	6
--	---

**Injunction(s)—**

Rules regarding grant of <i>ex parte</i> — .. .. .	103
--	-----

**Insolvency—**

Register of—cases [(R) 3] .. .. .	345
Rules under the Provincial—Act .. .. .	181-185

**Insolvent—**

Sale of immovable property of— .. .. .	184
--	-----

**Inspection—**

District Judge in his—report to note if rules relating to discovery and admission are made use of.. .. .	51
District Judge at the time of—to see that commissions are promptly issued and rules followed.. .. .	83, 98
District Judge to scrutinise cases of <i>ex parte</i> injunctions at the time of—.. .. .	103
Record of cases under s. 58 (4), Bengal Tenancy Act, to be noticed in—report .. .. .	156
Fees for—of Wills .. .. .	167
—of records not sent to the Record Room .. .. .	211
Inspecting officers to see that rules regarding requisitions for records are observed .. .. .	223
District Judge to see at the time of—if rules relating to return of documents are followed .. .. .	224
—of records in Record Room .. .. .	227-228
—of records by pleaders and advocates .. .. .	227
Application for—of records to be made in Form No. (M) 36 .. .. .	227
Fees and charges for— .. .. .	248
No searching fee to be charged for—of records of pending cases .. .. .	248
Quarterly—of documents filed to see if stamps have been punched .. .. .	279
—of records by Registration officers .. .. .	279-280
Every judicial officer to make a thorough—of his office once a year .. .. .	420, 438
Occasional—of office and departments in charge, by judicial officers .. .. .	420
—of courts at district headquarters to be made annually and at outlying stations once in two years .. .. .	430
Failure to make periodical—to be explained .. .. .	435
—notes to be submitted to High Court .. .. .	435
District Judge not to delegate his power of—to other officers .. .. .	435
District Judge to assemble a conference of judicial officers at the time of— .. .. .	435
Object of— .. .. .	435-436
Work of—divided into three branches .. .. .	436
District Judge not to take the assistance of his Sheristadar at the time of— .. .. .	436
Name of the ministerial officer whose assistance is taken at the—to be stated in—report .. .. .	437

	Page.
<b>Inspection—concl'd.</b>	
Copy of—report to be sent to the officer concerned .. ..	437
Explanation of judicial officer on defects noticed in—report to be submitted to High Court .. ..	437
—report to be restricted to printed form [No. (M) 7] .. ..	437
Result of examination of records to be detailed on separate sheets of paper .. ..	437
Instructions regarding periodical—of Subordinate courts .. ..	435-459
Questions on the interpretation of rules and orders not to be noted in—notes .. ..	438
Register of defects and irregularities noticed by District Judge in his—notes .. ..	438
—of District Record Room .. ..	439
Form of—of courts .. ..	441-456
Form of—of District Record Room .. ..	457-459
<b>Interest—</b>	
—at 6 per cent. to be allowed after decree .. ..	57
—, if allowed, should be shown in the decree .. ..	58
Information regarding rate of—to be noted in annual report .. ..	361
<b>Interrogatories—</b>	
Administration of—by a party to his opponent .. ..	52
—to accompany Letters of Request .. ..	90
<b>Intestate(s)—</b>	
Disposal of property of persons dying— .. ..	163, 336
Expense of conveying—property to Sadar .. ..	336
<b>Iraq—</b>	
Service of processes on persons in— .. ..	31
<b>Issue(s)—</b>	
Framing of—and rules relating thereto .. ..	52-53
—must be framed by the Judge himself .. ..	52
—of law may be tried first .. ..	53
Finding on each —to be recorded separately .. ..	55
<b>Jail—</b>	
Arrest of officers of—department .. ..	79
Maximum period of imprisonment when committing judgment-debtors to— .. ..	79
Judgment-debtor not to be detained in—on account of amount disbursed for subsistence .. ..	79
Scale of subsistence allowance when debtor is committed to— .. ..	79
<b>Japan—</b>	
Execution of Letters of Request in— .. ..	92
<b>Jewellery—</b>	
Register to be maintained of—, securities etc., in the custody of Nazir ...	72

**Joint Decree-holders—**

Page-

Petition for execution by one or more of several—

65

**Judge(s)—***See, District Judge, Officers.*

Final judicial orders to be written by the—himself .. ..	57
Meaning of the term—in the Accounts Rules .. ..	295
Meaning of the term District—in the Accounts Rules .. ..	295
Meaning of the term—in charge in the Accounts Rules .. ..	296
Responsibility of—in charge in connection with Court's accounts ..	312, 325
Refund Order to be signed by the—in charge, when .. ..	315
Daily examination of accounts by—in charge .. ..	317-318, 336, 338, 339-340
—in charge to fix the amount of security of Cashier .. ..	318
—to prepare lists in form No. (A) 22 of Government receipts every month ..	336
List of registers to be compared daily by—in charge .. ..	339
Monthly examination of accounts by— .. ..	328, 340
District—to scrutinise periodical statements and examine a certain proportion of records .. ..	355
District—to submit to High Court with Quarterly Returns, a concise statement of his subordinates' work .. ..	356
District—when leaving district to record his opinion on the character, etc., of his subordinates .. ..	361
Date of submission of confidential reports on the work of judicial officers by District— .. ..	362
Date of submission of confidential reports on the work of judicial officers by Sessions— .. ..	363-364
Date of submission of confidential reports on the work of judicial officers by District—on the work of Sharistadars and Nazirs .. ..	364
Functions of District—in administrative works, office management and supervision .. ..	419-420
District—not to issue rules or circulars without the previous approval of the High Court .. ..	424
How budget estimates, etc., of Small Cause Courts to be dealt with by District— .. ..	425
District—to report to High Court and Accountant-General, appointment of Munsifs under s. 12 of the Civil Courts Act .. ..	425
District—to recommend judicial officers for Small Cause Court powers .. ..	425
District—to report the transfer of charge in any civil court .. ..	425-426
Charge report of District—'s assuming or relinquishing office .. ..	426
District—to sanction vacation leave and permission to leave station during holidays to judicial officers .. ..	426
—to avoid becoming guests of persons who may be interested in cases before them .. ..	427
Dress of—of all grades .. ..	428-429
Principles on which District—to select suits for transfer to temporary courts or from one permanent court to another .. ..	430
—who are members of the Indian Civil Service to report the place where they intend to spend their leave .. ..	432
Periodical inspection of subordinate courts by District— .. ..	435
District—not to delegate his power of inspection to other officers .. ..	435

	Page.
<b>Judgment(s)—</b>	
Preparation, recording and pronouncement of— .. .. .	55-57
Vernacular words not to be used in— .. .. .	55
—in Small Cause Court cases, how to be recorded .. .. .	56
Ordering portion of—what to contain .. .. .	56
—should be pronounced, dated and signed in open Court .. .. .	56
Delay in delivering — .. .. .	56
Day certain to be fixed for delivery of—and parties intimated .. .. .	56
Cases adjourned for—to be entered in the Cause List .. .. .	56
Statement of cases of—reserved to be submitted .. .. .	56
—to be written before proceeding on leave or transfer .. .. .	57
—not to be written during court hours .. .. .	57
—in <i>ex parte</i> cases .. .. .	57
Employment of shorthand-typists in recording— .. .. .	57
Copies of—and decree filed with appeals to be returned for presentation of second appeals .. .. .	108
Copies of—for appellants in jail not to be prepared by typists .. .. .	264
<b>Judgment-debtors—</b>	
Arrest of—. See "Arrest".	
<b>Judicial Officer—</b> See, Judges, Officers.	
<b>Judicial work—</b>	
—of day shall commence punctually at prescribed hour .. .. .	1
Definition of— for purpose of commencement of day's work .. .. .	2
Quality of—far more important than quantity .. .. .	364
Remarks as to quality and quantity of—in confidential report, how to be made .. .. .	365
Inspection of— .. .. .	436,441
No—to be done in chambers or at the residence of judicial officers .. .. .	2
<b>Jumma—</b>	
Suspension of sittings of courts on Fridays on account of— .. .. .	1
<b>Jurisdiction—</b>	
Courts invested with the functions of District Judge under s. 388, Indian Succession Act .. .. .	169-174
Courts invested with the powers of District Delegate under s. 265, Indian Succession Act .. .. .	175-180
Reapportionment of — of courts to equalise work .. .. .	431
<b>Kenya—</b>	
Service of processes on persons in— .. .. .	21
<b>Landlord(s)—</b>	
Summons to issue first on co-sharer—in suits under s. 148, Bengal Tenancy Act .. .. .	155
Notice on—before confirmation of sale .. .. .	157

**Landlord's fee, Landlord's Transfer fee—**

Page.

Rates of— .. .. .	157
—to be sent to the District Treasury .. .. .	158
Register of receipts of— .. .. .	159, 308
Quarterly return of deposits of— .. .. .	159
—to be kept as Civil Court deposit pending confirmation of sale .. .. .	161
Court-fee stamps for process fee, etc., on account of—not to be punched .. .. .	278
—to be received in cash .. .. .	299

**Language—**

Processes in the—of the Court .. .. .	17
—in which accounts of Courts to be kept .. .. .	337
Address by pleader in English— .. .. .	5

**Leave—***See* "Indisposition".

Applications for vacation—of officers of the Bengal Civil Service (Judicial) to be sanctioned by District Judge .. .. .	426
District Judge authorised to grant—to Judicial officers to remain away from station during holidays .. .. .	426
Casual—defined .. .. .	431
Casual—not to be granted for more than ten days .. .. .	431
Casual—when may exceed ten days .. .. .	431
Applications by District and Additional District Judges for, casual—and for—of absence during holidays to be made to High Court .. .. .	432
Judges who are members of the Indian Civil Service to report where they intend to spend their— .. .. .	432
Applications by officers of the Bengal Civil Service for casual— .. .. .	432
Register in form No. (R) 41 of Casual—of members of the Bengal Civil Service .. .. .	432
Casual—not to be combined with vacation .. .. .	432
Expense of telegram granting casual—to be met by the officer concerned .. .. .	432
Applications for regular—by judicial officers .. .. .	433
Munsifs and Subordinate Judges not to leave station in anticipation of— .. .. .	433
Notice of cancellation of—to be given to High Court .. .. .	433
Application for medical— .. .. .	433
Examination of applicants for medical— .. .. .	434
—not to be combined with local holidays .. .. .	434
Production of medical certificate of fitness on return from— .. .. .	434
Bengal Civil Service Officers and District Judges to leave their addresses before proceeding on— .. .. .	434

**Leave to bid—See, "Bid"**

Application for—at court sales to be supported by an affidavit .. .. .	74
—in sales for arrears of rent .. .. .	74
—under Or. 21, r. 72, C. P. Code. .. .. .	74

**Legal education—**

Conduct of examination of Mukhtarship candidates vested in Committee of— .. .. .	370-373
Regulations for conducting Mukhtarship Examination and constitution of the Committee of— .. .. .	394-395

	Page.
<b>Legal practitioners—</b>	
<i>See</i> Advocates, Pleaders, Mukhtars.	
Rules regarding fees payable to— .. .. .	291-294
Rules regarding admission and enrolment of— .. .. .	373-374
When a person is entitled to apply to the High Court for admission as—	373
Names, etc., of applicants for enrolment as—to be posted in court house and High Court .. .. .	373
Vakil or attorney of other High Courts not entitled to practise as such in Bengal and Assam .. .. .	
Certificate of admission as— .. .. .	
Fee payable for admission to practise as— .. .. .	
Penalty for failure to comply with requirements in connection with admission, etc.,	376-377
Procedure in cases of appointments held by persons before and after admission :	376-377
Responsibility of—for correct execution of Vakalatnamas and Muk-tarnamas .. .. .	385
Responsibility of—in accepting Vakalatnamas .. .. .	385-386
Dress to be worn by— .. .. .	386
Rules regarding registered clerks of—, <i>See</i> Pleaders' clerks.	
<b>Legal Practitioners' Act, 1879—</b>	
Rules under the—for the qualification and admission of pleaders — <i>See</i> , "Pleaders."	
Rules under—regarding the fees payable to legal practitioners. <i>See</i> "Fees"	
<b>Legal representative—</b>	
Numbering of—brought on record .. .. .	
<b>Legislation—</b>	
Effect of recent—on the working of courts to be noticed in annual reports	361
<b>Letter(s)—</b>	
<i>See</i> , Correspondence.	
Arrangement of General—and Special—and Circulars, etc., into files ..	418
General and Special—to be permanently preserved in bound volumes ..	418
<b>Letters of Administration—</b>	
Wills to be sent to District Judge after the grant of— .. .. .	167
<b>Letters of Request—</b>	
—to be issued in serving processes in foreign countries .. .. .	33
—to be issued to the proper court in foreign countries for taking evidence	89
—not to be addressed to United States of America .. .. .	89
Translation of—in the language of the country to accompany ..	90
Name of court to be left blank in— .. .. .	90
Execution of—in Japan .. .. .	92
—for execution in Siam .. .. .	92-93
—for execution in Persia .. .. .	93

**Library—**

Page.

An official to be placed in charge of—	409
Duties of Librarian	409-411
Classification and arrangement of books in—	409
Catalogue of books in—to be in prescribed form in manuscript	409-410
Requisition of books from—	410
Register of books requisitioned from—	410
Facility to be afforded to judicial officers to consult books in District Judges'—	410
Each Court should be provided with a minimum—	410-411
Books, etc., obtained from—by judicial officers not to be taken away by them on transfer	411

**Limitation—**

Question of—when memoranda of appeals refiled	105
Presentation of memoranda of appeals after the expiry of the period of—	105

**List(s)—***See " Cause Lists ".*

—of document— <i>See</i> , Document.	
—of places within five-mile radius of the Nazarat to be maintained	27
—of villages, areas etc., within which boat hire is chargeable for service to be maintained in the Nazarat and a copy to be sent to the local courts and the Bar Association	272
—in English and vernacular showing fees chargeable for service of process to be hung up in each court	272
—of decrees drawn up to be posted on notice board	59
—of properties for sale to be prepared and stuck up on the Notice Board	73
—of sale certificates to be posted on Notice Board	76
—of survey commissioners to consist of Panels I and II	9
—of Accounts Commissioners to be prepared by seniormost judicial officer	100
Preparation of pending—of appeals	106
List of appeals transferred to different courts to be stuck up on Notice Board with copy to Bar Association	107
—of documents for destruction to be sent to Bar Association	209
Bound Despatch—or Index Registers	217
Entries to be made in Despatch—when records removed	232
Preservation of—of records	232
—of copyists and typists showing monthly remuneration	262
—of areas where travelling except by boat is impracticable to be sent to each court and Bar Association	272
—of undisbursed peremptory receipts to be prepared half-yearly	318
—of unpaid balances of B deposits to be prepared	332-333
—in form No. (A)22 of receipts etc. under heads (i) to (vii) of head A, Rule 745 to be prepared every month	336
—of Registers and Returns under the Accounts Rules	339-341
—of pleaders and mukhtars who have not renewed their certificates to be posted in court house	379
—of pending works in the office to be maintained by sheristadar in form No. (P) 38A	415



	Page.
<b>Livestock—</b>	
Attachment of— .. .. .	70-72
—under attachment to be taken care of by the nazir .. .. .	71
<b>Loan (s)—</b>	
Demand for particulars concerning— .. .. .	
<b>Local Investigation—</b>	
See, Commissions.	
Commissions for— .. .. .	93-98
Order for—to be drawn up by the judge .. .. .	94
Proceeding to be drawn up defining the points of— .. .. .	94-95
<b>Lunatic(s)—</b>	
Rules relating to the admission of—in Mental Hospital and procedure to be observed in applications concerning— .. .. .	186-189
Notice upon a— .. .. .	189
Applications in respect of—to be entered in Register of Miscellaneous Judicial Cases .. .. .	345
<b>Magnetic declination—</b>	
Lists showing—may be had from High Court .. .. .	95
<b>Manager(s)—</b>	
Appointment of—under Or. 40, r. 1 .. .. .	104
Notice on Common— .. .. .	157
—under ss. 95-99, Bengal Tenancy Act, to follow the prescribed rules .. .. .	161
<b>Map(s)—</b>	
—showing the villages and their distances to be hung up in nazarat .. .. .	27
—to form part of decree if necessary to illustrate it .. .. .	58
Relaying of—in commissions for local investigation .. .. .	95
Demarcation and survey and preparation of—under the Bengal Alluvial Lands Act .. .. .	191
Copies of printed or lithographed—not supplied .. .. .	246
Charges for copies of—and plans .. .. .	253
Stamp duty payable on copies of—and plans .. .. .	254
<b>Masters of Ships—</b>	
Depositions regarding injuries received by— .. .. .	192
<b>Mauritius—</b>	
See, Fees and Process.	
<b>Memorandum—</b>	
See, Appeals.	
—of appeals to be presented during Court hours .. .. .	3
Plus and minus—of postage stamps received by way of remittance .. .. .	309
Plus and minus—of deposits and repayments .. .. .	323, 327, 331, 333
When correspondence shall be in—Form No. (M)9 and (M) 9(i) .. .. .	417

**Military—**

Page.

Service of process on—officers .. .. .	25
A—officer to appear in uniform .. .. .	25
Dress of a—officer when appearing as accused .. .. .	25
Secretary of State does not serve processes on soldiers in Europe .. .. .	34
Sale of property in—contonments .. .. .	72

**Ministerial officer(s)—**

Service book of— .. .. .	402
Verification of service-book of— .. .. .	402
Leave account of—to be revised annually .. .. .	402
Character roll of— .. .. .	402
Entries in Character roll of— .. .. .	402
Transfer of—, when to be made .. .. .	403
No—dealing with accounts and money to be allowed to hold his post continuously for more than five years .. .. .	403
Periodical interchange of posts between— .. .. .	403-404
Recruitment of— .. .. .	404, 404-407
Board's Miscellaneous Rules applicable to—required to furnish security .. .. .	404
Power to reduce security of—vested in local Government .. .. .	404
Selection and appointment, etc., of probationers for— .. .. .	404-407
Cadre of— .. .. .	406
Instructions for proper advertisement for securing suitable Muhammadan candidates and candidates from Scheduled Castes for appointment .. .. .	407
Form of notice of vacancies in the posts of—to secure Muhammadan and Scheduled Caste candidates .. .. .	407
Each—to keep a duty card .. .. .	416-17
Employment of outsiders by—strictly forbidden .. .. .	417
—may be permitted to reside elsewhere than at their stations .. .. .	427
Name of—whose assistance is taken at the inspection to be stated in inspection report .. .. .	437

**Minor(s)—**

Property of—consisting of land, petition under s. 10 of the Guardian and Wards Act to be sent to Collector .. .. .	164
Applications in respect of—to be entered in Register of Miscellaneous Judicial cases .. .. .	345
Appointment of guardian <i>ad litem</i> of—See, “Guardian <i>ad litem</i> ”.	

**Miscellaneous—**

See, Cases.	
—Judicial cases .. .. .	348-350
Applications for ascertainment of mesne profits (Or. 20, r. 12) not to be registered as—Judicial cases .. .. .	349
—non-Judicial cases .. .. .	350
—appeals .. .. .	351

**Money-order(s)—**

Money paid upon a process of the Sadar Court to be transmitted by— to the issuing Court .. .. .	19
Statement of—to be furnished by the issuing court .. .. .	19
Amount of decree remitted by—to be accompanied with full particulars	66-67
Transmission to the Court by—of money in satisfaction of decree ..	67
Decree-holder may get decretal amount by— .. .. .	68
Registers to be maintained of—received and sent .. .. .	68, 69
Landlord's transfer fee to be sent to District Treasury by— .. ..	158
—for witnesses' expenses, etc., how to be dealt with .. .. .	282, 298
Rent deposits under s. 61(1)(a) and (b) and (2), Bengal Tenancy Act, to be transmitted to landlord by— .. .. .	299

**Month—**

—defined for purposes of Account Rules .. .. .	301
Accounts to be closed at the end of each— .. .. .	322-23

**Morning sittings—**

*See, Sittings of courts.*

**Movable property—**

*See, Property.*

**Mukhtar(s)—**

*See, Legal Practitioners, Pleaders.*

Fee payable to— .. .. .	294
Rules regarding qualifications of— .. .. .	370-371
Who may be admitted as— .. .. .	370
Subjects for Mukhtarship examination .. .. .	370-71
Qualification of candidates for Mukhtarship examination .. .. .	371
Certificates to be produced by candidates for Mukhtarship examination ..	371
Rules for Mukhtarship examination .. .. .	371-372
Fee payable by candidates for Mukhtarship examination .. .. .	372
Renewal of—s' certificates .. .. .	374-75, 376
—enrolled from 1925 not entitled to practise in Presidency Magistrates' Courts .. .. .	375
Procedure to be observed when—desires to practise in another district ..	375
Procedure in cases of appointments held by persons before and after admission as— .. .. .	376-377
• Return of pleaders and—who have renewed certificates and who have not, to be submitted in February .. .. .	377
District Judge to inform District Magistrate of the names of—who may enrol themselves or renew their certificates .. .. .	379
• Rules regarding the functions, etc., of— .. .. .	381-384
—to see that documents are properly signed and verified .. .. .	383
—not to address court without leave .. .. .	383
—may have access to records of pending cases .. .. .	383
—to furnish to his client an account of receipts and disbursements ..	383-84
Functions, etc., of High Court—practising in Subordinate Courts ..	384
Appointment of pleaders and—to be made on separate documents ..	385

	Page.
<b>Mukhtar(s)—<i>conold.</i></b>	
Responsibility of—in accepting mukhtarnama ..	385
—to wear the same dress as that of pleaders but without gowns ..	389
—' clerk : meaning of the expression registered clerk ..	391
—' clerk : registered—to have access to court and ministerial officers ..	391
—' clerk, not to go inside court's office ..	391
—' clerk, to produce card on demand ..	391
—' clerk : not more than two—to be registered ..	391
—' clerk, to be registered by whom at District Headquarters and at other stations ..	391*
—' clerk : Application for the registration of— ..	391-392
—' clerk : No person whose handwriting is bad to be registered as— ..	391
—' clerk : No person to be registered as—under a different pleader or unless certificate furnished from previous employer ..	392
—' clerk : Card for—[(M) 35] ..	392
—' clerk : Register of—[(R) 36] ..	392
—' clerk : Copy of register of—to be sent to other registering authorities ..	392
—' clerk : Annual renewal of registration card of— ..	392
—' clerk : Late application for renewal to be accompanied by affidavit ..	392
—' clerk : Suspension or removal of— ..	392-393
—' clerk : No person whose name has been struck off to be recommended for registration as— ..	393
—' clerk : Proceedings against—are not judicial ..	393
—' clerk : No—to do business on behalf of other lawyers ..	393
—' clerk : Rights and privileges of— ..	393
—' clerk : Not allowed to inspect or handle records ..	393
<i>See, Pleader's clerk.</i>	
Regulations for conducting examination of candidates for admission as—	394-395
<b>Mukhtarnama(s)—</b>	
<i>See "Vakalatnama".</i>	
Rules regarding— ..	385-387
—to be properly executed ..	385-387
—when to be verified on oath ..	385
Responsibility of mukhtars for correct execution of— ..	385
Appointment of a pleader not to be made by—executed in favour of a mukhtar ..	385
How—to be endorsed when party illiterate ..	385
Responsibility of mukhtars in accepting— ..	385-386
Particulars to be endorsed by mukhtar on back of— ..	386
<b>Municipal Commissioners—</b>	
Judicial officers not to be— ..	427
<b>Municipal Records</b>	
Production of— ..	37
<b>Munsiff(s)—</b>	
<i>See, Judges, Officers.</i>	
Appointment of acting—under s. 12, Civil Courts Act ..	425
District Judge to recommend the investment of—with Small Cause Court powers ..	425
—and Subordinate Judges not to leave station in anticipation of leave ..	433

	Page.
<b>Munsifs—</b>	
—at which the cash balance may accumulate up to Rs. 1,000 ..	301
<b>Native Army Reservists—</b>	
Suits by or against— .. .. .	101
<b>Nazarat—</b>	
Arrangement and distribution of work in— ..	25-29
Manner in which supervision of the work in—may be effected ..	421
<b>Nazir(s)—</b>	
See, Ministerial officers.	
Duties of the— .. .. .	26-27
Service of process by—allowed under special circumstances ..	26
—'s pay not to be deposited for service of process ..	26
—to fill in the Sale Account Register ..	306
Receipt of sale-proceeds in cash by— ..	306
Duties of—in connection with intestate's estates ..	336
Naib—or clerk may act as cashier .. .. .	337
Annual confidential report on the work and character of— ..	364
—to prepare a statement in form No. (R) 28 regarding distribution of processes and a monthly statement of the number of processes executed ..	401
Transfer of—at district head-quarter's, when to be made ..	403
—to explain to process-serving peons in vernacular the rules regarding process-serving ..	421
—to maintain a stock book of furniture and stores ..	424
<b>Nepal—</b>	
Service of processes on persons in— .. .. .	32
Service of summons issued by British Indian Courts in—and <i>vice versa</i> , under section 29, Indian Penal Code ..	139-140
Disposal of property of Nepalese subjects dying intestate ..	163
<b>Newspaper(s)—</b>	
District Judge to select—for publication of sale proclamations ..	72
Publication of sale proclamations in— .. .. .	72
<b>Notice—</b>	
—to any party to be in writing .. .. .	5
—may be served by the party or his pleader on the other party or by post .. .. .	5
Service of—on illiterate persons .. .. .	20
—given by service post-card of payment of decretal amount to be noted in suit register .. .. .	66
—of deposit of money in the usual way .. .. .	67
—of an order of adjudication .. .. .	181
—to claimants under the Bengal Alluvial Lands Act .. .. .	191
—of records for despatch to District Record Room to be sent to Bar Association and posted in the court room .. .. .	113
—regarding manner of inspection of records by pleaders to be exhibited in office room .. .. .	227

**Notices—concl'd.**

Page.

—to parties to take back documents, to be published in form No. P 57	230
—to take delivery of copies or information .. ..	261
Form of—of vacancies in the posts of ministerial officers to secure Muham- madan and Scheduled caste candidates .. ..	407

**Notice Board—**

List of decrees drawn up to be posted on— .. ..	59
List of properties for sale to be stuck up on— .. ..	73
List of sale certificates to be posted on— .. ..	76
List of appeals transferred to different courts to be stuck up on— ..	107
Daily Cause List to be posted on— .. ..	4, 5
Suits with numbers assigned to be stuck up on— .. ..	14, 155
List of records for despatch to Record Room to be stuck up on— ..	213
Notice to take delivery of copies or information to be posted on— ..	261
List of pleaders and mukhtars who have not renewed certificates to be posted on—of court house .. ..	370
Names, etc., of applicants for enrolment as legal practitioners to be posted on— .. ..	373

**Numbering—**

—of parties in pleadings, petitions, etc. .. ..	7
—of pages and paragraphs of reports, communications, etc. ..	424
—of plaints with filing number .. ..	13

**Nyasaland—**

Service of process in— .. ..	25
------------------------------	----

**Oath(s)—**

Administration of— .. ..	10-11
Forms of —, prescribed by the High Court .. ..	100
Administration of—by Christians .. ..	100
Charge for administering—by means of affidavit .. ..	284-285
Vakalatnamas and mukhtarnamas not to be verified on— .. ..	385

**Obstruction—**

In execution or service of process .. ..	80
--	----

**Office—**

Outsiders not allowed in—rooms .. ..	243, 264, 415-416
' Access ' means approach to and not entry into— .. ..	391
Wicket gate with a spring to be placed at the entrance of—room ..	416
District Judge's English—to be in charge of a Judicial officer ..	419
Every Judicial officer to inspect his—once a year .. ..	420
Manner in which supervision of—work may be effected .. ..	420-421

**Officer(s)—**

See, Judges.	
Applications for transfer by judicial—to be submitted through District Judge .. ..	426
Application for extension of service by Judicial— .. ..	426-427
No Judicial—to be permitted to reside elsewhere than at his station ..	427

	Page.
<b>Officer(s)—concl'd.</b>	
Conduct of—in respect of borrowing money and receipt of complimentary addresses, and acceptance of presents, etc. . . . .	427
No Judicial—to practise as pleader or Advocate during leave . . . . .	427
Judicial—not to be Municipal Commissioners . . . . .	427
Appointment of Judicial—as member of district or local board, when to be made . . . . .	427
Dress of Judicial— . . . . .	428-429
Rule regarding dress of Judicial—not to apply to executive—invested with the powers of Civil Judge . . . . .	429
Applications for additions to the staff of Judicial— . . . . .	429
Applications by Judicial—of casual leave . . . . .	432
Telegram granting casual leave to be at the expense of the—concerned . . . . .	432
Absence of Judicial—on account of temporary indisposition . . . . .	432
Applications for regular leave by Judicial— . . . . .	433
<i>See, Order(s), Judges.</i>	
Bengal Civil Service—and District Judges to leave their addresses before proceeding on leave . . . . .	434
Conference of Judicial— . . . . .	435
Explanation of Judicial—on defects noticed in inspection report to be submitted to High Court . . . . .	437
A pleader is an officer of the Court . . . . .	16
Name and powers of—issuing a process or order to be clearly set out . . . . .	17
Appointment of an—under s. 30 of the Court-fees Act . . . . .	277
Expenses of Ministerial—appointed as guardian <i>ad litem</i> . . . . .	289
Confidential report on the work of Judicial— . . . . .	354
—' names need not be given in returns . . . . .	354,
Adverse remarks on outturn of work to be communicated to—concerned . . . . .	357, 362 363
Name of each Judicial—to be given in Annual Report . . . . .	361
Observations of the Public Services Commission regarding the manner of recording remarks on the character, etc., of— . . . . .	363
Quality of administrative work of an—to be specially reported [to the High Court . . . . .	363
Numerical outturn and quality of work of an—how to be judged . . . . .	356, 364
Signatures of Judicial—to be distinct and legible . . . . .	417
Judicial—s' responsibility in administrative work, office management and supervision . . . . .	419-22
Younger—to be placed in charge of departments . . . . .	419
Judicial—in charge of accounts to be in charge of nazarat accounts . . . . .	419
Every Judicial—to inspect his office once a year and to keep a strict eye on the work of subordinates . . . . .	420, 438
Proper mode of designating Judicial—where there are more than one Court of the same class . . . . .	425
Applications for vacation leave of Subordinate Judicial—to be sanctioned by District Judge . . . . .	426
District Judge authorised to grant leave to Judicial—to remain away from station during holidays . . . . .	426
<b>Oral evidence—</b>	
<i>See, "Evidence"</i>	
—how to be taken . . . . .	53
Procedure when —is dictated to a person . . . . .	53
Recording of—in typewriting . . . . .	53

Order(s)—	Page.
—appointing an officer to sign processes to be in writing .. ..	66
—appointing an officer to conduct sale to be in writing .. ..	74
—not to be noted on petitions, complaints, etc. .. ..	205
When passing—on applications Court should note whether costs are allowed or not .. ..	61
—directing anything to be done by parties or pleaders to be signed by them .. ..	205
Pleaders to get themselves acquainted with—passed .. ..	205
Important—to be written by the Judge .. ..	205
—placing an officer in charge of Small Cause Court records to be in writing .. ..	232
Circular—of the Board of Revenue regarding cancellation of stamps ..	279
—rejecting complaints, how to be treated for purposes of statements ..	347-348
District Judge not to issue general—or circulars without the approval of the High Court .. ..	424
Circular—addressed to “all Civil Courts” apply also to Courts of Small Causes .. ..	425

**Order sheet—**

Attendance of witnesses to be noted in— .. ..	41
Pleaders to sign orders in—when required .. ..	205
When signing,—pleaders to append date and nothing else .. ..	205
Payment of adjournment costs, to be noted in— .. ..	45
Long judgments not to be recorded on— .. ..	51
—to be written in English .. ..	204
Instructions for writing— .. ..	204-205
No—in uncontested Small Cause Court cases .. ..	231
Issue of payment order to be noted in— .. ..	310, 311
Order of attachment of money in deposit to be noted in—and Register of Deposit Receipts .. ..	311-312
Satisfaction of decree without there being execution proceeding to be noted on— .. ..	344
Date of registration of plaint to be shown below the date of presentation in— .. ..	353

**Original petition—**

Definition of— .. ..	3
—to state Act or authority under which it is presented .. ..	7

**Oath—**

Commissions for execution in— .. ..	87
-------------------------------------	----

**Outstation(s)—**

Meaning of the term—in Account Rules .. ..	295
Remittance of cash balance at—, when to be made .. ..	301
Chief ministerial officer may pass chalang at— .. ..	305



	Page.
<b>Outturn—</b>	
Adverse remarks on quarterly—of work to be communicated to officer concerned demi-officially .. .. .	357
A concise statement on—of work done by Judicial Officers to be submitted quarterly .. .. .	356
Numerical—and quality of work of an officer how to be judged ..	364
District Judge to procure a proper—by all officers, when additional Judge appointed .. .. .	429-430
<b>Paper—</b>	
Pleadings, memoranda, petitions, etc., to be written in water-marked—known as "pie" or "cartridge"— .. .. .	6
Processes, notices and other documents to be written on foolscap— ..	17
Judgments, depositions, etc., to be recorded on foolscap— .. .. .	55
Use of carbon—in Copying Department .. .. .	264
Foolscap— (not printed forms of periodical statements) to be used when reports and explanations have to be written separately .. .. .	347
<b>Party(ies)—</b>	
Names of—should bear consecutive numbers and a separate line should be allotted to each person in pleadings and changes to be noted in the register .. .. .	7
Death and array of— .. .. .	7
Names of—substituted to be noted when returning records to the lower courts .. .. .	109
No—to be heard in person unless he withdraws vakalatnama .. .. .	387
If no fresh vakalatnama filed in execution cases, the—to make a verified statement that the pleader acted in original suit .. .. .	387
<b>Partition—</b>	
Commissions for— .. .. .	98,287
<b>Pauper—</b>	
—suits and appeals to be entered in Register of Miscellaneous judicial cases ..	345
Guardian <i>ad litem</i> in—suits .. .. .	41
<b>Payment(s)—</b>	
When person entitled to receive—is present in court money may be passed direct .. .. .	66
Direct—not to appear in Court's accounts .. .. .	300
—of deposits under the Land Acquisition Act .. .. .	303-304
Procedure for dealing with applications for—when record sent to District Record Room .. .. .	311
—by cashier .. .. .	316
—of civil deposits out of Government receipts not permissible .. .. .	316
—of all decretal amounts to be made on an application .. .. .	66
—of decretal amount into court should be followed by notice in service card .. .. .	66
—out of court should be certified in prescribed form .. .. .	67
Procedure when peon reports—or adjustment out of court .. .. .	67

**Payment order(s)—**

Page.

No payment to be made without a proper—	..	..	..	300
Register of—[Form No. (A) 16]	..	..	..	312, 314
Lapse of—	..	..	..	313-314
—to be in force for ten days	..	..	..	313
—for the refund of fine or miscellaneous receipt in Form No. (A) 5	..	..	..	314
—for the refund of the value of court-fee stamps in Form No. (A) 6 or (A) 7	..	..	..	315
—to be passed expeditiously	..	..	..	422

**Payment slips—**

—how to be dealt with	..	..	..	307
-----------------------	----	----	----	-----

**Pekin—**

Time allowed in serving a process at—	..	..	..	25
---------------------------------------	----	----	----	----

**Penalty—**

—for failure to produce documents at first hearing	..	..	206
—for refusing or neglecting to admit documents	..	..	51
—for failure to comply with requirements in connection with admission, etc., of legal practitioners	..	..	376-377
—due on instruments not duly stamped	..	..	185

**Peons—**

*See, Process-serving peons.*

**Peremptory cash book—**

—to exhibit the peremptory receipts and payments [Form No. (A) 24] and the accountant to check totals of—	..	..	307
---	----	----	-----

**Peremptory hearing—**

Number of cases fixed for—each day	..	..	41
Monthly statement in Form No. (S) 1 showing cases for—	..	..	41
Manner in which dates for—to be fixed	..	..	42
A list in Form No. (M) 3 of suits, petitions, applications, appeals, etc., fixed for—to be posted on the Notice Board	..	..	42

**Peremptory receipts—**

Adjournment costs to be treated as—	..	..	45, 298
Cost of photographic enlargement of finger-print, the expert's fees to be dealt with as—	..	..	297
Meaning of the term—	..	..	298
What receipts are classed as—	..	..	298-299
Receipts and payments of—not to appear in Treasury accounts	..	..	299
No chalan required for—	..	..	306
Book of receipt forms and a stock book of such books for—, how to be maintained	..	..	307
Money received for payment of postage to be treated as—	..	..	307
Procedure regarding transfer of excessive accumulation of—to civil deposits	..	..	318-319

	Page.
<b>Peremptory receipts—concl'd.</b>	
Peremptory cash in hand to tally with—undisbursed and not transferred to civil deposit .. .. .	318-319
—in deposit for three years to be credited to Government .. .. .	318
List of undisbursed amounts of—to be prepared half-yearly .. .. .	318
Unpaid—to be transferred to civil deposit on 1st April .. .. .	319
Application for refund of—not to be stamped .. .. .	319
<b>Periodical returns—</b>	
Submission of —and their dates .. .. .	353
Monthly return to District Judge of cases disposed of and pending in Form No. (S)1 .. .. .	353
Monthly return to District Judge and the High Court of cases pending for arguments and judgments in Form No. (S)3 .. .. .	56, 354
Quarterly return to Collector of sales of estates held and confirmed in Form No. (S)2 .. .. .	76
Quarterly return of number and general results of suits and miscellaneous cases to the District Judge and the High Court in Form No. (S)4 .. .. .	353
Quarterly return of applications for execution to the District Judge and the High Court in Form No. (S)5 .. .. .	353
Quarterly return to the District Judge of copies not ready within fourteen days .. .. .	354
Quarterly return to the District Judge and the High Court of number and general result of Regular and Miscellaneous appeals in Form No. (S)6 .. .. .	353
Concise quarterly statement of outturn of work of judicial officers in Form No. (S)7 .. .. .	356
Half-yearly return of old cases pending for more than a year in Form No. (S)8 .. .. .	356
Half-yearly return of cases of which proceedings have been stayed in Form No. (S)9— <i>See</i> , Vol. II.	
Annual statements in forms No. (S)10 to (S)33— <i>See</i> , Vol. II.	
<b>Permanent advances—</b>	
Amount of ferry toll for serving process to be met from— .. .. .	273
Account Rules do not apply to— .. .. .	299
Balance of—to be shown in cash book .. .. .	300
Payments from—when may be made .. .. .	301
<b>Persia—</b>	
Service of processes on persons in— .. .. .	32
Commissions for execution in— .. .. .	93
<b>Persian Gulf—</b>	
Service of processes in stations on— .. .. .	25
<b>Personal service—</b>	
<i>See</i> , "Service," "Process."	
—defined .. .. .	20
Calculation of the percentage of— .. .. .	26
<b>Petitions—</b>	
Original—to be presented during court hours .. .. .	
Original—defined .. .. .	
—to be written in watermarked paper known as "pie" or "cartridge" paper and signed and verified .. .. .	6
—containing argumentative matters to be returned .. .. .	7

**Petition(s)—*concl'd.***

Page.

—to be signed by the drafting pleader .. . . .	7
—when to be filed .. . . .	8
—to be filed in open court .. . . .	8

**Plaint(s)—**

—to be presented during court hours .. . . .	3
—shall be accompanied by registered address for service .. . . .	6
Appointment of an officer to receive— .. . . .	13
—to be accompanied with a slip of paper showing particulars .. . . .	13
—to be marked with filing numbers .. . . .	13
—to be entered in the Filing Register .. . . .	13, 14
Registration of— .. . . .	14
Date of presentation of—to be noted in red ink .. . . .	15
Sheristadar to examine all—and certify the sufficiency of court-fee .. . . .	15
—how to be examined .. . . .	15
Decree to be drawn up in cases rejecting— .. . . .	60
All papers filed with—to be returned when—is returned .. . . .	209
Arrangement, classification and preservation of records of cases in which —or memoranda of appeals are rejected or returned for presentation to the proper court .. . . .	229
Refund of value of court-fee on—returned on account of technical error .. . . .	274
Reduction of fee on—under s. 106, Bengal Tenancy Act .. . . .	276
Orders rejecting—how to be treated for purposes of statements .. . . .	347-348
Date of presentation of—to be considered as date of institution .. . . .	353
Date of registration of—to be noted below the date of presentation in suit registers .. . . .	353

**Plan(s)—***See, Map.*

—of record room .. . . .	216
--------------------------	-----

**Pleader(s)—***See Advocates, Legal Practitioners.*

A—is an officer of court .. . . .	16
—'s fees relating to discovery and admission to be allowed as costs of the suit .. . . .	51
—not to take decretal amount unless expressly authorised by vakalat- nama .. . . .	66
—to subscribe a statement in memoranda of appeals .. . . .	105
—to be present at the proceedings to make themselves acquainted with the orders passed .. . . .	205
—bound to take back documents produced by his client .. . . .	208
Inspection of records by—and advocates .. . . .	227
Fee of—appointed as guardian <i>ad litem</i> .. . . .	289
Commissions issued to—practising in the High Court or other courts .. . . .	267-288
Working of rules regarding—s' clerks to be noted in annual report .. . . .	361
Rules regarding qualifications of— .. . . .	367-370

	Page.
<b>Pleader(s)—concl'd.</b>	
No person to be admitted as a—unless he has served as a probationer ..	367
—when eligible to take a probationer .. ..	368
No—to entertain more than one probationer at one time .. ..	368
Instructions regarding service as a—probationer .. ..	367-369
Fee of a—permitted to take a probationer .. ..	369
Certificates to be filed by—probationer .. ..	369-70
Enrolment as—of persons practising under other High Courts ..	365, 373
Renewal of—'s certificate .. ..	374, 376
Procedure to be observed when—desires to practise in another district ..	375
Procedure in cases of appointments held by persons before and after admission as— .. ..	376-377
Fine to be imposed on—for holding an appointment without permission of High Court .. ..	377
Return of—and mukhtars who have renewed certificates and who have not, to be submitted in February .. ..	379
District Judge and Chief Judge, Small Cause Court, to inform the District Magistrate and Chief Presidency Magistrate, respectively, of the names of—who may enrol themselves or renew their certificates ..	379
Appointment of—and mukhtars to be made on separate documents ..	385
No—to act or plead without filing a vakalatnama .. ..	385
Responsibility of—in accepting vakalatnama .. ..	385-386
Withdrawal of money in execution proceedings not allowed unless vakalatnama contains special clause enabling—to do so .. ..	387
Dress to be worn by— .. ..	389
The wearing of gowns by—is compulsory .. ..	389
 <b>Pleader's clerk—</b>	
Meaning of the expression Registered— .. ..	391
Registered—to have access to court and ministerial officers .. ..	391
Registered—not to go inside court office .. ..	391
Registered—to produce card on demand .. ..	391
Not more than two—to be registered .. ..	391
Excess number of—allowed in special cases .. ..	391
—to be registered by whom at district headquarters and at other stations .. ..	391
Application for the registration of— .. ..	391-392
No person whose handwriting is bad to be registered as— .. ..	391
No person to be registered as—under a different mukhtar or—unless a certificate furnished from previous employer .. ..	392
Card for—[(M) 35] .. ..	392
Register of—[(R) 36] .. ..	392
Copy of registers of—to be sent to other registering authorities ..	392
Annual renewal of registration card of— .. ..	392
• Late application for renewal of—to be accompanied by affidavit ..	392
Suspension or removal of— .. ..	392-393
No person whose name has been struck off to be recommended for registration as— .. ..	393
Proceedings against—are not judicial .. ..	393
No—to do business on behalf of other pleaders .. ..	393
Rules regarding—to apply to clerks of vakils and advocates ..	393

**Plender's clerk—concl'd.**

Page.

Rights and privileges of—	393
—not allowed to inspect or handle records	393

**Pleadings—**

—to be filed in English and preferably to be typewritten	3
—, etc., to be written in water-marked paper known as "pie" or "cart-ridge" paper	6
—, etc., to be verified, dated, signed by the person presenting and the scribe	6
Striking out and amendment of—	6
A mukhtar not permitted to sign—	6
—to be returned if written illegibly	6
Interlineations in—to be initialled	6
Copies of—to be furnished to Commissioner	83

**Police—**

Prayer for—help in execution cases, when to be made	80
—aid not to be taken in effecting arrest of judgment-debtors	80
Manner of saluting court by—officer when giving evidence	428
Arrest of official of the —department	78, 79

**Plus and Minus—***See, Memorandum.***Post—**

Production of records from—office	39
Notice may be served by—	5
No document which is required to be presented in court, to be sent by—	5
Acknowledgment purporting to be signed by addressee when letter sent by registered—is <i>prima facie</i> proof of service	22
Papers of commission to be sent by registered—	86
Transmission of papers by—	281
When peons are to return processes by—	27
Transmission by union court by "bearing—" of records under ss. 74, 88, Bengal Village Self-Government Act	281

**Postage—**

Instructions as to the payment of—on processes, etc.	281
Instructions as to the payment of—for the transmission of records	281
Service labels for the—of copies of decrees and other documents sent by post	281
Courts not to receive—stamps in payment of expenses of witnesses	282, 268
Money received for payment of—to be treated as peremptory receipts	299, 307
—stamps received by way of remittance, how to be dealt with	309
Plus and minus memorandum of—stamps	309

**Postal servant—**

Endorsement of refusal by—is <i>prima facie</i> proof of service	22
--	----

	Page.
<b>Poundage fees—</b>	
Calculation of —on purchase money .. .. .	271
—when to be paid .. .. .	271
When order may be made for payment of—by judgment-debtor, etc.,	271
<b>Powers—</b>	
—of a judge to be stated in decree, specially in cases under Bengal Tenancy Act .. .. .	59
Courts invested with—cf District Judge under s. 388, Indian Succession Act .. .. .	169-174
Courts invested with—of District Delegate under s. 285, Indian Succession Act .. .. .	175-180
Courts invested with—to take cognizance under the Indian Succession Act which cannot be disposed of by District Delegates .. .. .	180
District Judge, Sylhet, and Judge, Assam Valley Districts, invested with —to exercise jurisdiction under the Indian Companies Act .. .. .	189
District Judge not to delegate his—as regards accounts .. .. .	296
District Judge cannot delegate his—of inspection .. .. .	435
—of judicial officers to be shown in statements .. .. .	348
—conferred by vakalatnama on pleaders cease on the enforcement of decree .. .. .	387
District Judge's recommendation for the investment of Munsifs with Small Cause Court— .. .. .	425
<b>Presentation—</b>	
—of plaint. <i>See</i> , "Plaint"	
—of appeals .. .. .	3
—of application for copy .. .. .	245
No document which is required to be presented or filed in court to be sent by post .. .. .	5
<b>Probate—</b>	
All wills to be transmitted to District Judge after the grant of—or Letters of Administration .. .. .	167
—cases to be entered in Register of Miscellaneous Judicial Cases .. .. .	345
—cases when contested to be treated as suits .. .. .	348
<b>Probationer(s)—</b>	
No person to be admitted as a pleader unless he has served as a— .. .. .	367
Who may be exempted from serving as a— .. .. .	367
Service as a—. Period of .. .. .	367, 368
Application to serve as a—when and by whom may be made .. .. .	367
Pleader when eligible to take a— .. .. .	368
No pleader to entertain more than one—at one time .. .. .	368
—not permitted to accept outside employment .. .. .	368
Register of pleader—to be maintained .. .. .	368
Instructions regarding service as a pleader— .. .. .	367-369
Attendance Register of Pleader— .. .. .	368
Fee of a pleader permitted to take a— .. .. .	369
Certificates to be filed by pleader— .. .. .	369-370
Selection and appointment, etc., of—for ministerial posts .. .. .	404-407

## Proceeding(s)—

Page.

A—to be drawn up in Form No. (J)38 in cases for appointment of a Commission for local investigation .. .. .	94, 95
---	--------

## Process(es)—

Name of officer issuing a—to be clearly set out .. .. .	17
Hour of attendance in a— .. .. .	17
Language of a— .. .. .	17
Particulars of persons to be served with— .. .. .	17
—fees and forms duly filled up to be filed with applications for— .. .. .	17, 18
Parties responsible for particulars in a— .. .. .	18
Forms of—may be filled up in the Court's office .. .. .	18
Service and execution of— .. .. .	18, 22
Service of—in Chittagong Hill Tracts.. .. .	19, 273
Service of—to be personal wherever practicable .. .. .	19
Chaukidars and dafadars to render help in the service and execution of— .. .. .	20
Method and proof of service of— .. .. .	19-23
Service of—on railway administrations, companies, etc. .. .. .	22
Service of—on <i>pardanashin</i> women .. .. .	22, 23
Service of—of another court .. .. .	23
Service of—of the High Court .. .. .	24
—on public officers, soldiers, servants of railway companies or local authorities or Naval, Military, Air or Marine officers .. .. .	25
Execution of—by nazir or naib-nazir allowed under special circumstances .. .. .	26
—received from places outside the jurisdiction to be entered in red ink .. .. .	26
—for service within five-mile radius to be sent everyday .. .. .	27
Service of—outside five-mile radius .. .. .	27-28
Peons to return by post—that cannot be served and those already served if they cannot return to headquarters in time .. .. .	27
—to be made over to the nazir within two days of filing .. .. .	27
—for service by parties to be made over within three days of filing .. .. .	28
Distribution of—among peons by beats .. .. .	27, 28
Execution of warrants for arrest and for attachment .. .. .	29
Verification of service of—by nazir .. .. .	29
Service of—in places outside British India .. .. .	31-34
Service of—by post .. .. .	31
Service of—on persons in Indian States, in Great Britain and in foreign countries .. .. .	31-34
Secretary of State does not serve—on soldiers in Europe .. .. .	34
Service of foreign—in India .. .. .	34-35
Suppression of— .. .. .	63
—in execution cases when to be filed .. .. .	64
—to be signed by an officer appointed in writing .. .. .	66
—for attachment of movables, delivery of immovable property and for arrest to be signed by the Judge .. .. .	66
Service of—issued by British Indian Courts outside its territories and <i>vice versa</i> under s. 29 and s. 45, Civil Procedure Code .. .. .	111-114, 115-138, 149-152
Service of—by courts in Nepal and <i>vice versa</i> .. .. .	139-140
Rates of—fees for service in Tripura State .. .. .	141



	Page.
<b>Process(es)—<i>concl.</i></b>	
—fee of Re. 1 in case of transfer of a tenure or holding .. ..	158
—in a Small Cause Court suit to be served on a defendant seven days before the date of hearing .. ..	162
Fees chargeable for—issued by High Court and subordinate courts ..	267-271
Single—fee payable when persons not exceeding four live in the same village or not .. ..	268
Single—fee for service on co-sharer landlords and other defendants ..	268
Single—fee for service on a major defendant in his personal capacity and as guardian .. ..	268
No—fee chargeable for summons on witnesses served by parties ..	269
Fee for execution of emergent— .. ..	271
Fee for—in execution of a decree or order for money .. ..	271
Fees for serving and executing—when not chargeable .. ..	271-272
Table in vernacular and English of fees chargeable for service and execution of—to be hung up in Court house .. ..	272
Fees for boat hire and ferry toll for serving— .. ..	272-273
Fee for—to be served in the jurisdiction of another court .. ..	273
Service and execution of—in and received from Hyderabad .. ..	273
Service and execution of—in Mauritius .. ..	273
Court-fee stamps for—fees, etc., regarding landlord's fees not to be punched .. ..	278
District Judge to ascertain the average number of original—issued from his Court and subordinate courts .. ..	398
Definition of original— .. ..	400-401
Number of peons for employment to be determined with regard to the average number of—issued .. ..	401
Yearly report of the number of original—issued to be sent to the High Court .. ..	401
Fair distribution of—among—serving peons to be ensured .. ..	401, 421
Three—to count for each emergent— .. ..	401
Nazir to prepare in Form No. (R) 18 a statement regarding distribution of—and a monthly statement of the number of—executed .. ..	401
 <b>Process-serving peon(s)—</b>	
—to draw actual, rail, steamer or bus, fare in serving a process and ordinary allowances on other occasions .. ..	18
—to be supplied with printer's ink, etc., for taking thumb-impressions of illiterate persons .. ..	19
—to write the report of service at the place of service .. ..	23
Instructions for the guidance of—and returning officers .. ..	23
Common faults of— .. ..	26
—to return by post processes that cannot be served and those already served .. ..	27
—not allowed to serve in places where his home is situate .. ..	28
—to be employed on miscellaneous work .. ..	29
—to wear their standard badges .. ..	29
—not allowed to do clerical work .. ..	29
—to attend office punctually when at headquarters .. ..	29
—to be provided with Receipt books when executing decree for money ..	65

	Page.
<b>Process-serving peon(s)—concl'd.</b>	
Joint establishment of—for all courts at one station under the nazir ..	397
Register of—in Form No. (R) 16. .. .. .	397
Salary of— .. .. .	397
Conduct register of—to be maintained in which cases of irregularity, etc., should be noted .. .. .	397
—not to be appointed or retained if they cannot read and write ..	397
Nazir to maintain a register of candidates for appointment as— ..	398
Examination of candidates for appointment as— .. .. .	398
Orderlies, office peons and night watchmen may be appointed as—if they are qualified .. .. .	398
Permanent appointment of—to be made by District Judge .. ..	398
Standard of work required from— .. .. .	398-400
District Judge, 24-Parganas, to fix the number of processes to be executed by—at Sealdah .. .. .	401
Number of—for employment to be determined with regard to the average number of original processes issued .. .. .	401
Fair distribution of processes among—to be ensured .. .. .	401
District Judge to apportion the number of peons among different stations ..	401
Judge in charge may censure, suspend, etc. a— .. .. .	402
No—to be appointed who cannot furnish security bond of Rs. 50 ..	404
One—not to stand surety for another .. .. .	404
<b>Proclamation—</b>	
—of sale—See, " Sale "	
<b>Production of records—</b>	
See, " Records ", " Requisitions "	
<b>Property—</b>	
Application for attachment of movable— .. .. .	64
Disposal of—attached before judgment .. .. .	66
Application for attachment and sale of immovable— .. .. .	69
Attachment of movable—and livestock .. .. .	70-72
List of attached movable—to be made .. .. .	71
—under attachment may be left to a custodian .. .. .	71
Disposal of—of persons dying intestates .. .. .	163, 164 336
Sale-proceeds of escheated and unclaimed—, classed under what head of accounts .. .. .	296
Expense of conveying intestate—to Sadar .. .. .	336
Landed—statement of nazirs and sharistadars in Form No. (S 31) ..	364
<b>Provident Fund—</b>	
Deposit in—not liable to attachment .. .. .	64
<b>Publication—</b>	
—of sale proclamation in local newspapers .. .. .	72
—of notices in insolvency cases in gazette .. .. .	181
<b>Public Documents.—</b>	
Rules relating to the production of— .. .. .	37

	Page.
<b>Public officer(s)—</b>	
<i>See, Officers.</i>	
Service of process on— .. .. .	25
Suits by or against— .. .. .	101
No fees to be charged for copies required by— .. .. .	253
<b>Public Services Commission—</b>	
Observations of—regarding the manner of recording remarks on the work, character, etc. of officers .. .. .	363
<b>Punching—</b>	
Record-keeper responsible for second—of records .. .. .	220, 232, 278
—to be done immediately on presentation of petitions .. .. .	278
—of court-fee stamps, how to be effected .. .. .	278
Process-fees on account of landlord's fee not to be punched .. .. .	278
Quarterly inspection to see if—has been carried out .. .. .	279
Searching fee for documents, etc., in Collector's office not to be punched .. .. .	250
<b>Purchase money—</b>	
When—exceeds the amount of decree, a set off is allowed to decree-holder auction-purchaser .. .. .	75
<b>Quantity of work—</b>	
Quality of work of judicial officer is of far more importance than— .. .. .	364
—of judicial officer how to be judged .. .. .	438
<b>Questioned document—</b>	
Summoning of Government Examiner of—for giving evidence .. .. .	284
<b>Racks—</b>	
Replacement of wooden—by steel— .. .. .	216
Arrangement of— .. .. .	220-221
<b>Railway—</b>	
Arrest of officials of—company .. .. .	78
Service of processes on—company .. .. .	27
<b>Receipt(s)—</b>	
<i>See, Peremptory Receipts.</i>	
• Process-servers entrusted with warrants for execution of decree for money to be provided with—books .. .. .	65
—books to be deposited with nazir on the return of process-servers to head- quarters .. .. .	65
• Government—classified as "A" in the heads of accounts .. .. .	296
Government—to be paid into Treasury without delay .. .. .	297
—of money by cashier .. .. .	306-307
Bound book of—forms [(A) 23] for peremptory—: Manner in which such books are to be used .. .. .	307
Accountant's check on petty— .. .. .	308
Posting—of A deposits .. .. .	328-329

**Receipt(s)—conold.**

Page.

What—to be comprised under sub-head (iii) of head (A) of Rule 745 ..	336
—under sub-head (iii) of head A to be credited at once to Government ..	336
List of—under sub-heads (i) to (vii) of head A to be prepared monthly ..	336

**Receiver(s)—**

No civil court officer to be appointed—except in petty cases ..	104
Appointment of—under the Provincial Insolvency Act ..	182-183
Appointment of—under the Bengal Alluvial Lands Act ..	191

**Reciprocal Execution—**

—of decrees between British Indian and foreign courts ..	82
--	----

**Record(s)—**

Production of public documents and— ..	37-39
Original of public and municipal—not to be called for ..	37
—called for to be sent by registered post ..	37
—called for when to be sent by messenger ..	37
Expenses for production of—by messenger to be charged to Government ..	37
Fees for production of a—from the Original Side ..	38
Fees for production of a—from the Appellate Side ..	39
Procedure regarding requisitions for—from the Calcutta High Court ..	38
—from other High Courts ..	39
Production of—requisitioned by Criminal Courts ..	39
Production of Post office— ..	39
Names of parties substituted to be noted when—returned by Appellate Courts ..	109
—of a divorce case to be transmitted to the High Court soon after decree nisi is pronounced ..	193
Classification of—of judicial proceedings into six classes not to affect classification for the purpose of returns or statements ..	197
—are divided into six classes:—class I, class II, class III, class IIIA, class IV, class IV-A ..	197-199
A separate—for criminal proceedings to be started ..	199
Arrangement and preparation of—during trial ..	201
Division of—into files ..	201
—not to be removed from court ..	205
Original—of High Court produced in evidence not to be defaced by endorsements ..	207
Inspection of—not sent to the District—Room ..	211
—when to be transmitted to the District—Room ..	213
District Judge to fix dates when—to be transmitted to District—Room ..	213
List of—to accompany—to District—Room ..	214
Officer permitting—to fall into disorder responsible for expenses for re-arrangement ..	215
Statement of—received in—room ..	216
Register of—issued from—room ..	217
Register of—requisitioned for—room ..	217
Receipt of—in the—room ..	220
Repunching of—to be done in the—room ..	220

<b>Record(s)—contd.</b>	<b>Page.</b>
Arrangement of—in the—room .. .. .	220-222
—of each group to be made up into bundles .. .. .	221, 231
Board to be tied to the back and front of each bundle of— .. .. .	221
Label to be placed on the board of each bundle of— .. .. .	221
A wooden board indicating the class of—to be hung up .. .. .	222
System of cloth bundles of—to be replaced by the system of flat bundles .. .. .	222
Custody, removal and transmission of—and of documents contained therein .. .. .	222-227
—to be kept in the—room or in trial court .. .. .	222
—when may be removed from—room .. .. .	222
Applications and requisitions for—(other than those received from Copying Department) to be entered in register [(R) 29] .. .. .	222
Requisitions for—to be returned when defective .. .. .	222-223
Separate requisition required for each— .. .. .	222
Requisitions for—to be stamped with date stamp and numbered serially.. .. .	222
Requisitions for—not to be returned on frivolous grounds .. .. .	223
Procedure for return of—to the record room .. .. .	223
Time within which requisitions for—to be complied with .. .. .	223
Requisitions for—not to be made before a date is fixed for peremptory hearing .. .. .	223
Documents specified in a requisition for copies and not the entire—to be sent to the Copying Department .. .. .	223, 257
Requisition for copies of records to be entered in Register [(R) 28] .. .. .	223
—of appeals to the High Court to be sent within seven days .. .. .	224
Copies of—to be sent to High Court in appeals from interlocutory orders .. .. .	225
Procedure regarding transmission of—from one court to another .. .. .	225
Reminder to issue when acknowledgment of—overdue .. .. .	225
Procedure to be observed when—are received back in—room .. .. .	226
Original and Appellate—to be kept together when received in—room .. .. .	226
Reminder lists to be prepared when—are out of—room for more than three months .. .. .	227
Inspection of—in—room .. .. .	227-228
Inspection of—by pleaders and advocates .. .. .	227
Destruction of—when to be carried out and how .. .. .	228-230
Periods of preservation of— .. .. .	228
Preservation and destruction <sup>8</sup> of—of Miscellaneous Non-judicial cases and Miscellaneous Judicial cases .. .. .	228
Calculation of the period of preservation of— .. .. .	228-229
Destruction of—of execution cases, when to be made .. .. .	229
Arrangement, classification and preservation of—of certain cases for one year .. .. .	229
—received from other courts or produced by Government officials to be returned .. .. .	230
Destruction of—when and by whom to be carried out .. .. .	230
Manner of destruction of— .. .. .	230
Arrangement of—in Small Cause Court cases .. .. .	231-32
—of Small Cause Court cases not to be sent to District—Room .. .. .	231
Preservation of lists of— .. .. .	232
Destruction of—of Small Cause Court cases .. .. .	232, 233
No searching fee to be charged for inspection of—of pending cases .. .. .	248

**Record(s)—conold.**

Page.

Searching fee on requisitions for—from the High Court .. ..	250
Inspection of—by Registration officers .. ..	279-280
No fee for postage leviable when—called for from District—Room by court itself to carry out its duties under the law .. ..	281
Transmission of—by Union Court to Civil Court by " bearing post " ..	281
Procedure for dealing with applications for payment when—sent to District—Room .. ..	311
Presiding judge to examine—of 5 per cent. of execution applications finally disposed of .. ..	354
District Judge to examine half-yearly a certain proportion of—of all classes ..	355
Mukhtars may have access to—of pending cases .. ..	383
Registered clerks of pleaders and mukhtars not allowed to inspect or handle— .. ..	393
—of pending cases to be stored in fireproof—rooms .. ..	427
Reconstruction of—when destroyed by fire .. ..	427-428
Result of examination of—at periodical inspection to be detailed ..	437

**Record-keeper—**

—defined .. ..	215, 311
Duties of— .. ..	215-219, 222-224, 226, 238, 311

**Record room—**

—defined .. ..	215
Arrangement of— .. ..	215-216
Officer responsible for disorder in—to incur expenses for re-arrangement ..	215
Place of— .. ..	216
Record to be kept in— .. ..	222
Records when may be removed from— .. ..	222
Inspection of records in— .. ..	227-28
Records of Small Cause Court cases not to be sent to— .. ..	231
Copyists not allowed the right of entry to— .. ..	255
Judicial officer to be placed in charge of— .. ..	419
Inspection and supervision of the work in— .. ..	422
Records of pending cases to be stored in fireproof— .. ..	427
Inspection of District— .. ..	439
Form of inspection of District— .. ..	439, 457- 459

**Record of rights—**

Settlement officers and Collectors to send—to civil courts .. ..	161
--	-----

**Reference(s)—**

—under s. 60 of the Indian Stamp Act .. ..	185
—under s. 7 of the Bengal Alluvial Lands Act .. ..	192
—for confirmation of a decree under the Indian Divorce Act .. ..	193
—on matters fit for judicial determination to be made under Order 46, rule 1 .. ..	424-425

	Page.
<b>Refund—</b>	
—of process-fees and costs of transmission of landlords' fees when sale set aside .. .. .	158
—of custody fee .. .. .	271, 315
—of unspent process-fee, etc. .. .. .	315
—of value of court-fee stamp on plaints returned on account of technical error .. .. .	274
—of surplus money deposited for expenses of commission .. .. .	288
—of fine or miscellaneous receipt .. .. .	314
No stamp required on application for—of the value of court-fee stamps ..	315
No stamp required on application for—of peremptory receipts ..	319
—order to be signed by the Judge in charge, when .. .. .	315
—of lapsed deposits .. .. .	333
—of Mukhtarship examination fee when may be allowed .. .. .	372-373
<b>Register(s)—</b>	
Attendance—, hours of attendance and departure to be entered in— ..	2, 346
A—in the form of Cause List to be maintained and entries made from day to day .. .. .	5
A—in form No. (R) 37 to be maintained showing processes, process-fees and other costs due from the parties .. .. .	5
Filing—to keep an <i>interim</i> record of all plaints .. .. .	13
A—to be maintained in the form of list of suits, appeals, etc., notified after registration .. .. .	14
Processes received from outside to be entered in red ink in Process— ..	26
Processes made over to parties to be entered in—No. (R) 15 .. .. .	28
A—in form No. (M) 3 to be maintained of suits and cases fixed for peremptory hearing .. .. .	47
Nazir to maintain a—of receipt books given to peons for execution of money decrees .. .. .	65
Notice of decretal money being received in court to be entered in suit— ..	66
Payment of decretal amount to be noted in suit— .. .. .	67
—to be maintained showing receipt and transmission of decretal amounts by money order .. .. .	68, 69
Nazir to maintain in forms No. (R) 20, No. (R) 21—of securities, jewellery, etc., and ordinary movables in his custody .. .. .	72
Each court to maintain a—of draft sale certificates .. .. .	78
—of decrees transferred to another court to be maintained .. .. .	84
Unsatisfactory work on the part of a commissioner to be noted in—of Commissions .. .. .	85, 95
Sufficient number of pages to be set apart for each commissioner in the— ..	97
Accounts commissions to be entered in a— .. .. .	100
Substitution, etc., in suit—to be made on receipt of records from appellate courts .. .. .	109
—of receipts of landlord's fees, etc. .. .. .	159
Substance of evidence, etc., to be noted in the Small Causes Book ..	162
Copy of wills to be entered in a— .. .. .	165
Insolvency petitions to be entered in a— .. .. .	181
—to be permanently preserved to be sent to record room .. .. .	213
—of records issued from record room .. .. .	217
—of applications for return of documents .. .. .	217
—of requisitions for records .. .. .	217

**Register(s)—*contd.*****Page.**

—of applications for payment .. .. .	217
Applications and requisitions for records to be entered in—[Form No. (R) 29]	223
Requisition of copies of records to be entered in—(R) 28 .. .. .	223, 256
Entries in— of applications and requisitions for records removed relating to Copying Department to be in black, others in red ink .. .. .	223
Applications for return of documents to be entered in—[Form No. (R) 30]	223
—of confidential correspondence .. .. .	236-239
—of applications for information [(R) 24] .. .. .	241-42
Same—includes any number of volumes of the same class .. .. .	247
Entries in—of applications for copies to be made by Head Comparing Clerk	254-255
—No. (R)* 26 regarding estimate of folios and stamps to be kept at a convenient place for public inspection .. .. .	256
Entries in—of applications for copies and information to be signed by the Judge in charge .. .. .	264
Daily—of court-fees realised .. .. .	285
—of chalahs, (A) 14 .. .. .	304, 321
—of Deposit Receipts, (A) 18 (i), (A) 18(ii) .. .. .	304, 311-312, 327, 331
—of A and B deposits received .. .. .	321-22
Sale Account—, (A) 28 to be filled in by Nazir .. .. .	306
Maintenance of bound book of receipt forms [Form No. (A) 23] for peremptory receipts, and a stock book for such books .. .. .	307
Peremptory Cash—[Form No. (A) 24] .. .. .	307
Cash Book [Form No. (A) 25] .. .. .	308
—of Chalahs [Form No. (A) 14] .. .. .	308, 317
—Subsidiary to Cash book, for large transactions under a particular head of account may be opened .. .. .	308
Cashier to maintain—in Form No. (A) 26 showing money received after cashing bills and cheques .. .. .	308
Chief ministerial officer to maintain a—in Form No. (R) 38 to check applications for payment .. .. .	310
—of Payment Orders [Form No. (A) 16] .. .. .	312, 315, 317, 321
—of Payment Orders, entries in case of the refund of court-fee stamps to be in red ink .. .. .	315
Treasury Pass Book .. .. .	317
—of Deposit Repayments, (A) 19 (i), (A) 19 (ii) .. .. .	321, 327
—of A and B deposits repaid .. .. .	321-322
Notes of claims, etc., to be entered in Deposit— .. .. .	322
District Judge's—of totals of deposits in Form No. (A) 21 .. .. .	326, 328, 332
Extract—of deposit receipts in Form No. (A) 13 .. .. .	329
Annual Clearance—of A deposits [Form No. (A) 20] .. .. .	331-333
—of applications for refund of lapsed deposits .. .. .	334
—of judicial deposits in Form No. (A) 22 to be maintained by the Judge in charge .. .. .	335-336
Every court to maintain a — in Form No. (A) 32 of certain Government receipts .. .. .	335
—of stamp duty and penalty in Form No. (R) 19 .. .. .	335
—in Form No. (A) 27 showing the property of intestates in detail to be kept in Civil Courts .. .. .	336



<i>Register(s)—conold.</i>	<i>Page.</i>
Classification of—	343
—in bound volumes not to be closed till all forms therein exhausted	343
Subsidiary or Statistical—other than those prescribed not to be opened without special circumstances	343
Introduction of unauthorised—to be strongly discouraged	343, 346
—to be kept in English	343
Instruction for the destruction of—	343
—of Title and other Suits [(R) 1 (i)]	344
—of suits for Money and Movables [(R) 1 (ii)]	344
—of suits for Rent [(R) 1 (iii)]	344
Small cause court suits, to be entered in—of suits for Money and Movables, in red ink under a separate serial	344
All entries in suit—to be made contemporaneously with every stage of a case	344
Satisfaction of decree to be entered in columns 20 to 33 of suits—	344
—of process fees, processes, etc., due from parties [(R) 37]	5
—of Execution Cases [(R) 5]	344
—of Miscellaneous Judicial Cases [(R) 2]	345
—of Miscellaneous Judicial Cases, what cases to be entered in—	345
—of Insolvency Cases [(R) 3]	345
—of Appeals and Supplementary—of Appeals [(R) 6 and (R) 7]	345
—of Miscellaneous Appeals [(R) 8]	345
—of suits before Courts of Small Causes (R) 9]	345
—of decretal amounts received and sent by money order	68
Small Cause Sheet,—to be maintained by judicial officers invested with Small Cause Court powers [(R) 10]	345
—of applications for copies [(R) 23]	345
Applications for copies or inspection of wills to be entered in—of applications for copies	345
Date of registration of plaint to be shown below the date of presentation in—of suits	353
—of pleader probationers	368
Attendance—of pleader-probationers	368
—of persons permitted to appear at Mukhtarship Examination	372
—of legal practitioners to be maintained in the High Court	374
—of annual renewal of legal practitioners' certificates in Form No. (M) 35	379
—of registered clerks of pleaders or mukhtars [(R) 36]	392
—of process-serving peons [Form No. (R) 16]	397
Conduct—of peons to be maintained in which cases of irregularity, etc., should be noted	397
Nazir to maintain a—of candidates for appointment as process-servers	398
—of books requisitioned from Library	410
Catalogue of books in Library	410
Maintenance of a stock book of forms in—Form No. (R) 39	413
Maintenance of a stock book of stationery	414
Sheristadar to maintain—in Form No. (R) 38A of pending works in the office	415
Maintenance of a stock book in Form No. (R) 40 of articles of furniture	424
—of casual leave [(R) 41]	432
—of defects and irregularities noticed by District Judge in his inspection notes	438

	Page.
<b>Registered Clerks—</b>	
Rules of pleaders' and mukhtars'— .. .. .	39
See, "Pleader's clerk"	
<b>Registrar of the High Court—</b>	
—to register names of, and grant certificates to pleaders and mukhtars ..	374
Commissions issued to an Advocate of High Court and his fees to be sent to— .. .. .	87
Communications for—how to be made .. .. .	423
Applications by judicial officers for transfer to—how to be made ..	426
Remediable defects in confidential reports to be communicated by—directly to the officer concerned .. .. .	363
<b>Registration—</b>	
Inspector-General and Inspector of—to examine records .. .. .	279-280
<b>Regulations—</b>	
The Bengal Wills and Intestacy—(Bengal Regulation V of 1799), procedure to be observed in cases under .. .. .	163, 349
—relating to the preservation and inspection of wills .. .. .	165-166
The Bengal Patni Taluks—(VIII of 1819), cases under ss. 6 and 17 (7) are Miscellaneous Judicial Cases .. .. .	349
<b>Release Order—</b>	
—of persons committed to civil prison .. .. .	80
<b>Remand—</b>	
General rules to be observed in the matter of— .. .. .	108
Statement of costs to accompany order of— .. .. .	108
Tendency of appellate courts to—suits to be discouraged .. .. .	109
<b>Reminder—</b>	
—to issue when acknowledgment of records overdue .. .. .	225
—lists to be prepared and issued when records are out of Record Room for more than three months .. .. .	227
<b>Remittance(s)—</b>	
—of cash balance to the Treasury .. .. .	301
—to and from the Treasury to be entered in Treasury Pass Book .. .. .	317
—of cash to the Treasury .. .. .	319-320
Periodical—to the Treasury .. .. .	319-320
Rules regarding—to the Treasury .. .. .	320-323
—to the Treasury to be made under peon or police custody in certain localities .. .. .	320
<b>Report(s)—</b>	
—of guardian <i>ad litem</i> .. .. .	41
District Judge to certify in his annual—the mode in which rules regarding Commissions are carried out .. .. .	94
District Judge to note in his annual—reasons for not taking civil appellate work .. .. .	107

	Page.
<b>Report(s)—concl'd.</b>	
A—of cases under s. 58 (4), Bengal Tenancy Act, to be given in the annual .. .. .	156
Punctual submission of annual—enjoined .. .. .	354
Confidential—on the work and character of judicial officers to be submitted in Form No. (M) 8 .. .. .	354, 363, 365
District Judge to note in annual—the result of examination of records .. .. .	355
Instructions regarding annual— .. .. .	359-361
Tabular statements in Forms Nos. (S) 22 to (S) 31 to accompany annual— .. .. .	359
Instructions regarding submission of confidential — on the official merits of judicial officers .. .. .	362-364
Date of submission of annual confidential—on the work of judicial officers .. .. .	362, 363
Quality of administrative work of an officer to be specially mentioned in— .. .. .	363
Date of submission of confidential—on the work of Shariatadars and Nazirs .. .. .	364
Yearly—of the number of original processes issued to be sent to High Court .. .. .	401
Pages and paragraphs of all—to be numbered .. .. .	424
—of appointment of acting Munsifs under s. 12, Civil Courts Act .. .. .	425
—of transfer of charge in any civil court .. .. .	425-426
—when District Judge assumes or relinquishes charge of his office .. .. .	426
—of destruction of records, registers, etc., by fire to be made to High Court .. .. .	427-428
—of the conference of judicial officers to be sent to High Court .. .. .	435
Name of the ministerial officer whose assistance is taken at the inspection to be stated in inspection— .. .. .	437
Copy of inspection—to be sent to the High Court .. .. .	437
Submission of—on the inspection of Courts .. .. .	438, 439
<b>Requisitions—</b>	
—for records .. .. .	37
—of records from the Calcutta High Court and other High Courts .. .. .	38, 39
—of records by criminal court .. .. .	39
—for records to be entered in Register .. .. .	222
—for records to be returned when defective .. .. .	222
Separate—required for each record .. .. .	222
—for records to be stamped with date stamp and numbered serially .. .. .	222
—for records not to be returned on frivolous grounds .. .. .	223
Time within which—for records to be complied with .. .. .	223
—for records not to be made before a suit is peremptorily fixed .. .. .	223
—of books from Library .. .. .	410
<b>Resistance—</b>	
—or obstruction in execution or service of any process .. .. .	80
<b>Return(s)—</b>	
See, "Statements," "Periodical Return."	
Quarterly—of deposits of landlord's fees, etc., to be submitted to District Judges .. .. .	159
Monthly—of cost of transmission and process-fee in respect of landlord's fee .. .. .	160
Annual—of the cost of forms, stationary, etc., used in landlord's fee cases .. .. .	160
One set of—to be sent to District Judge for Courts whose accounts are kept together .. .. .	295

	Page.
<b>Return(s)—conold.</b>	
Monthly—of A deposits .. .. .	325
All—to be signed by District Judge .. .. .	325
Daily account — of subordinate courts .. .. .	325-326
Verification of account—by Judge in charge .. .. .	326
Examination of account—by District Judge .. .. .	326
Monthly—of subordinate courts .. .. .	327
Examination of monthly accounts of subordinate courts by District Judge ..	328
District monthly—of deposits received and repaid .. .. .	329-330
Clearance register—by subordinate courts .. .. .	331
Clearance register—by District Judge .. .. .	331-332
Monthly—in form No. (A) 22 of receipts under sub-heads (i) to (vii), head A .. .. .	336
List of—to be compared daily by Judge in charge .. .. .	339
List of—under the Account Rules .. .. .	340-341
Instructions as to the preparation of periodical— .. .. .	347-357
Fractions of a rupee not to be shown in— .. .. .	346-347
What cases to be registered as suits and entered as such in— .. .. .	348
Compilation of statements and— .. .. .	351-353
Applications for transfer of decrees not to appear in— .. .. .	352
Duration of cases, how to be calculated in— .. .. .	352-353
Dates of submission of periodical— .. .. .	353-354
Officers' names need not be given in— .. .. .	354
Work of Small Cause Courts, how to be shown in— .. .. .	354
Officers to note in—how their time was apportioned between various departments .. .. .	354
Explanation of cases pending for more than six months to be submitted to District Judge with second and fourth quarterly— .. .. .	356
Explanation of cases pending for over one year to be submitted to the High Court with second and fourth quarterly— .. .. .	356
—of pleaders and mukhtars who have renewed certificates and who have not, to be submitted in February .. .. .	379
<b>Revenue(s)—</b>	
Circular order of the Board of—regarding cancellation of stamps .. .. .	279
Fee for Government Examiner of Questioned Document summoned as witness to be credited in full to the Central— .. .. .	284
<b>Revenue agents—</b>	
Fees payable to— .. .. .	294
<b>Review—</b>	
In case of—substance of evidence, etc., to be noted in the Small Causes Book .. .. .	162
Very early date to be fixed when a party moves for—in Small Cause Court cases .. .. .	162
<b>Rubber stamps—</b>	
Use of—for recording routine orders .. .. .	205
Facsimile stamps to be avoided in official correspondence .. .. .	417

Rules(s)—	Page.
—under s. 55, Civil Procedure Code .. .. .	78, 79
—relating to preservation, custody and inspection of wills .. .. .	165-166
—under the Provincial Insolvency Act .. .. .	181-183
—under the Indian Lunacy Act .. .. .	186-189
The Indian Divorce (Domiciled Parties) Intervention Proceeding— ..	193-194
—under the Bengal Money-lenders Act .. .. .	194-195
—under s. 27 (c) of the Legal Practitioners Act .. .. .	291-294
Account—(Judicial) .. .. .	295-341
—relating to Registers, Periodical Returns, Statements and Annual Reports .. .. .	342-365
—regarding qualifications of pleaders .. .. .	367-370
—regarding qualifications of Mukhtars .. .. .	370-371
—regarding Mukhtarship Examination .. .. .	371-372
—regarding admission and enrolment of legal practitioners .. .. .	373-374
—regarding functions, etc., of Mukhtars .. .. .	381-384
—regarding Vakalatnamas and Mukhtarnamas .. .. .	385-387
—regarding dress to be worn by legal practitioners .. .. .	389
—regarding Pleaders' and Mukhtars' registered clerks .. .. .	391-393
—under s. 9, Civil Courts Act, for the appointment of ministerial officers ..	404-407
District Judge not to issue general—and circulars without the approval of the High Court .. .. .	424
Doubts in interpretation of—and circulars of the High Court to be referred to the High Court .. .. .	424-425
<b>Salaries—</b>	
—of process-servers .. .. .	397
<b>Sale(s)—</b>	
Application for—of property .. .. .	69-70
Immediate—of property of a value, not exceeding Rs. 20 and its procedure ..	71
Proclamation of—to be published when property to be sold is an estate ..	72
Waiver of fresh—proclamation .. .. .	73
Fixing of dates for— .. .. .	72, 73
—to commence at 12 noon .. .. .	73
List of properties for—to be prepared and stuck up in the Notice Board ..	73
—not to continue after sunset, .. .. .	73
Fixing of reserve price in— .. .. .	74
Officer conducting—not to adjourn it .. .. .	73
—of movable and immovable property not to be made on the same day ..	73
Immediate—of perishable article .. .. .	75
Procedure regarding—of property .. .. .	72-78
—of livestock, agricultural produce, etc. .. .. .	74
—of occupancy holding .. .. .	75
• Preparation of—certificates .. .. .	76
List of—certificates to be posted on the Notice Board .. .. .	76
Cancellation of draft—certificate, if—set aside .. .. .	76
Particulars to be given in—certificates .. .. .	77
—Account Register to be filled in by Nazir .. .. .	306
—proceeds to be duly forwarded to Treasury .. .. .	306
—of property of intestates .. .. .	336
—account to be checked by Sheristadar and Accountant .. .. .	336

	Page.
<b>Satisfaction—</b>	
—and payment of money under decree .. .. .	66
Form of certificate of—of decree by payment or adjustment out of court ..	67
Petition of—or adjustment shall be noted in suit registers and then sent to the record room for necessary entry .. .. .	344
<b>Saturday—</b>	
Closing of Courts on— .. .. .	1
Inspection of records on— .. .. .	228
<b>Seal(s)—</b>	
For sealing judgments, decrees, etc., the regular—should be used ..	5
A name—, if in use, to remain in the personal custody of the judge ..	5
Facsimile— not to be used in official correspondence .. .. .	417
<b>Search—</b>	
Fee for—of records .. .. .	247
<b>Security—</b>	
—of cashier sufficient to cover any amount in his hands .. .. .	299
Amount of—of cashier to be fixed by judge in charge .. .. .	318, 404
Board's Miscellaneous Rules applicable to ministerial officers required to furnish— .. .. .	404
Power to reduce—vested in Local Government .. .. .	404
No process-server to be appointed who cannot furnish a—bond of Rs. 50 ..	404
Promissory notes and savings bank deposits lodged as—not to be returned until after six months from the date of vacation of office .. .. .	404
<b>Service—</b>	
—of notice by post .. .. .	5, 156
—of copies of written statements, list of documents .. .. .	8
—of summons on witnesses by parties .. .. .	18
Personal—of processes defined .. .. .	19
—of process on illiterate persons .. .. .	19
Chaukidars and Dafadars to render help in the execution and—of process ..	20
—of process to be proved by affidavit or solemn declaration .. .. .	21, 22
—of process on Pardanashin women .. .. .	22
Declaration in proof of and report of—to be recorded in the prescribed forms .. .. .	23
—of summons or notice of another court .. .. .	23
—by Nazir or Naib Nazir allowed under special circumstances .. .. .	26
—of process by post .. .. .	30
Processes for—not to be sent direct to any court outside British India ..	32
—of processes issued by a court in British India outside its territories under s. 29, C. P. Code .. .. . 111-114, 115-138,	149-152
—of processes by courts in Nepal under s. 29, C. P., C. .. .. .	139-140
—postage. See, "Postage."	
<b>Service-book(s)—</b>	
—of ministerial officers, how to be maintained .. .. .	402
Verification of— .. .. .	402

	Page.
<b>Set-off—</b>	
—in cases where decree-holder becomes auction purchaser .. ..	75
—in cross decrees .. .. .	64
<b>Shanghai—</b>	
Time to be allowed in serving a process at— .. .. .	25
<b>Shanhaikwan—</b>	
Time to be allowed in serving a process at— .. .. .	25
<b>Shariatadar(s)—</b>	
<i>See, Ministerial officers.</i>	
—to prepare decrees in important cases .. .. .	59
—are ex-officio Commissioners of affidavits .. .. .	8
—to make the first entries in the table of contents .. .. .	204
—at outstations to sign certified copies .. .. .	259
—to keep an account of the receipt books and stock book regarding per- emptory receipts .. .. .	307
—'s responsibility in connection with accounts .. .. .	322, 337-338
—'s duties in connection with intestate property .. .. .	336
Annual confidential report on the work and character of— .. .. .	364
Transfer of District Judge's—, when to be made .. .. .	403
General duties of— .. .. .	415
—to keep a list of pending works in the office in Form No. (R) 38A .. .. .	415
—'s assumption of duties of Munsif's court to be reported to High Court .. .. .	426
District Judge not to take the assistance of—at the time of inspection .. .. .	436
<b>Sherthand typists—</b>	
Judicial officers may employ—in recording judgment .. .. .	57
—when not engaged in District Judge's work may be lent to other officers .. .. .	57
<b>Shelves—</b>	
Arrangement of—in Record Room .. .. .	216-217
<b>Slam—</b>	
Service of processes on persons in— .. .. .	32
Execution of Letters of Request in— .. .. .	92-93
<b>Signing—</b>	
—of Diary .. .. .	4
—of pleading and petition by scribe or typist .. .. .	6
Mukhtar cannot sign pleading .. .. .	6
—of all processes by parties or pleaders .. .. .	18
Official signature to be distinct and legible .. .. .	417

	Page.
<b>Sittings of courts—</b>	
Hours of— .. .. .	1
—on Saturdays .. .. .	1
Suspension of—on Fridays on account of Jumma prayer .. .. .	1
—in hotweather in the morning .. .. .	1
Adjournment at 2 o'clock .. .. .	1
—on the <i>tamadi</i> day where morning sittings are held .. .. .	1
Administrative work not to be interfered with— .. .. .	1, 2
Hours of—to be followed except on the <i>tamadi</i> day .. .. .	3
Short sittings to be noted in the diary .. .. .	4
Dates of sitting of a Judge of two or more small cause courts to be notified to the High Court .. .. .	162
<b>Slips—</b>	
Removal—(M. 43) to be inserted in the place of documents or records removed .. .. .	224, 257
Removal—, when not necessary .. .. .	224
Applications for payment of money not to be extended by— .. .. .	309
Requisition—for forms to be retained for the prescribed period .. .. .	414
Plaints shall have affixed to it—containing certain particulars .. .. .	13
<b>Small cause courts—</b>	
Dates of sitting of a judge of two or more—to be notified to the High Court .. .. .	162
Contested suits under—procedure not to remain undisposed of after three months of their being filed .. .. .	162
Account rules do not apply to the Presidency—and to Sealdah— .. .. .	295
—may receive and pay in cash small sums .. .. .	300
—not subordinate to District Judges in matters of account .. .. .	295, 325, 328
—to be entered in red ink under a separate serial in the Register of Suits for Money .. .. .	344
Register of Suits before—[(R) 9] .. .. .	162, 345
Work of—how to be shown in returns .. .. .	354
Returns of—to be incorporated in district returns .. .. .	359
Circular orders addressed to “all civil courts” apply also to— .. .. .	425
Communications from—to the High Court to be submitted through the District Judge .. .. .	425
How budget estimates, etc., of—to be dealt with by District Judges .. .. .	425
Investment of Munsifs with—powers .. .. .	425
<b>Smoking—</b>	
—not allowed in court, office-room, record room, etc. .. .. .	215
<b>Soldier(s)—</b>	
Service of processes on— .. .. .	25
Secretary of State cannot undertake to serve processes on—residing in Europe .. .. .	34
<b>Smallland—</b>	
Time allowed in serving process in— .. .. .	25



	Page.
<b>Stamp(s)—</b>	
<i>See, Court-fee, Rubber stamp.</i>	
Additional—duty on instruments affecting immovable property in Calcutta .. .. .	193
Use of adhesive and impressed— .. .. .	247, 252, 276-277
—duty payable on copies of maps and plans .. .. .	254
—Slips for copies. Certificate of destruction of— .. .. .	266
Vendor's certificate for not furnishing single— .. .. .	277
Cancellation of court-fee— .. .. .	254, 277-279
Punching of court-fee—, how to be effected .. .. .	278
Date—how to be applied to court-fee— .. .. .	278
Documents with insufficient—to be returned for resubmission properly stamped .. .. .	278
Court-fee—for process-fees, etc., regarding landlords' fees not to be punched	278
—duty and penalty realised in court classed as Government receipts in the classification of accounts .. .. .	296
Civil courts not to receive postage—in payment of expenses of witnesses ..	282, 298
Purchase of court-fee—by Nazir, how to be effected .. .. .	310
Certificate of—duty and penalty levied in Form No. (R) 19 .. .. .	335
Application for leave to appear at Mukhtarship examination not liable to—duty .. .. .	372
Application for admission to practise as legal practitioners not liable to—duty .. .. .	373
<b>Statement(s)—</b>	
<i>See, Periodical Returns, Returns.</i>	
—of cases in which arguments not heard and judgments reserved to be submitted [(S) 3] .. .. .	56, 354
Quarterly—of sales of estates to be submitted to the Collector .. .. .	76
Half yearly—of distribution of commissions to be submitted in Form No. (R) 34 .. .. .	85
—of cases of <i>ex parte</i> injunction to be submitted annually .. .. .	103
—of progress and records received .. .. .	216
Daily—of accounts in Forms Nos. (A) 10 and (A) 19 .. .. .	325
Monthly—of A deposits .. .. .	327
—of lapsed deposits in Form No. (A) 12 to be submitted with Clearance Register .. .. .	333
Instructions as to the preparation of— .. .. .	347-357
Printed forms of periodical—to be supplied by the Press and Forms Manager, Bengal, to courts on indent and to be used .. .. .	347
—when blank, not to be submitted. Note sufficient .. .. .	347
—not to be extended by pasting on paper .. .. .	347
Classification of cases and appeals for purposes of— .. .. .	347-351
Powers of judicial officers to be shown in— .. .. .	348
• Work done by an officer under section 109 A, Bengal Tenancy Act, to be shown in— .. .. .	348
Compilation of—and returns .. .. .	351-353
What classes of suits to be shown in—as disposed of when preliminary decrees are made .. .. .	351
—to be correctly prepared and punctually despatched .. .. .	354

	Page.
<b>Statement(s)—<i>conold.</i></b>	
Dates of submission of periodical— .. .. .	353-354
Quarterly—of applications for copies of decrees in which copies not ready within fourteen days .. .. .	354
Procedure when figures differ in— .. .. .	354
Figures in annual—to be compared with High Court's printed report ..	354
Cases transferred from or to other provinces to be noted in— ..	355
No—prescribed by High Court to be modified or discontinued and no unauthorised—to be introduced .. .. .	355
District Judge to scrutinise periodical— .. .. .	355
Number of days officers absent from court to be noted in quarterly— ..	356
Half-yearly—of progress in Form No. (S) 8 of the disposal of old cases ..	356
Concise—in form No. (S) 7 to be submitted quarterly regarding the numerical outturn of work done by judicial officers .. .. .	356
Information regarding annual—to be collected from time to time ..	357
Tabular—in Forms Nos. (S) 22 to (S) 31 to accompany annual reports ..	359
Landed property—of Nazirs and Sheristadars in Form No. (S) 31 ..	364
—in Form No. (R) 18 of distribution of processes to be prepared by Nazir and laid before Judge in charge .. .. .	401
Period of preservation of office copies of monthly, quarterly and annual—	418
—accompanying applications for addition to the judicial staff [(M) 34] ..	429
<b>Stationery—</b>	
Allotment for—to be divided between courts according to requirements	414
Stock book of— .. .. .	414
Verification of— .. .. .	414
<b>Straits Settlements—</b>	
Time allowed in serving process in— .. .. .	25
Procedure for serving processes in— .. .. .	33
<b>Subsistence money—</b>	
—, when to be paid in execution cases .. .. .	64
Scale of—for persons committed to civil prison .. .. .	79
<b>Substitution—</b>	
Names of parties substituted or added to be noted by appellate courts when returning records .. .. .	109
<b>Suits—</b>	
<i>See, Cases.</i>	
In—for money, moveables, accounts, rent decrees need not be drawn up ..	61
—by or against Government or public officers .. .. .	101
Applications for withdrawal or compromise of— .. .. .	103
—to be called in turn on the day fixed .. .. .	105
—under Bengal Tenancy Act not to be heard if summons not served fourteen days before the day of hearing .. .. .	155
Consolidation of—under the Bengal Tenancy Act .. .. .	156
—in which preliminary decree is passed not to be taken as finally disposed of .. .. .	213

	Page.
<b>Suits—concl'd.</b>	
What cases to be registered as—and entered as such in returns ..	248
Applications for probates and those for revocation when contested to be treated as— .. .. .	248
What classes of—to be shown in statements as disposed when preliminary decrees are made .. .. .	351
Institution of—, date of .. .. .	353
<b>Summary administration—</b>	
—in Insolvency proceedings .. .. .	184
<b>Summons—</b>	
See, " Process "	
—in suits for arrears of rent .. .. .	155
—in small cause court suits to be served on defendants seven days before the date of hearing .. .. .	162
<b>Sundays—</b>	
See, Holidays.	
<b>Sunset—</b>	
Sale not to continue after— .. .. .	73
Warrant for release not to issue after— .. .. .	80
<b>Supervision—</b>	
—of work of ministerial officers by judicial officers .. .. .	419
<b>Survey—</b>	
See, Surveyors, Commissions, Commissioners.	
In cases of—work, returnable dates of commissions to be fixed according to the nature of the case .. .. .	95
Pleaders'—Examination .. .. .	95
Number of—commissioners to be fixed by the High Court .. .. .	96
Applications for enrolment as—Commissioners .. .. .	97
—of alluvial land to be made by theodolite .. .. .	191
Fee for commissions for local investigation requiring knowledge of— ..	286
Daily outturn of work of—knowing commissioners, how to be determined .. .. .	286
<b>Surveyors—</b>	
See, Survey, Commissions, Commissioners.	
Appointment of professional— .. .. .	95
Fee of—appointed commissioners .. .. .	286
<b>Table(s)—</b>	
—of contents to be prefixed to files of records .. .. .	204, 231
—of contents to be written up from day to day .. .. .	204
Sheristadar to make the first entries in—of contents .. .. .	204
Transfer of papers to be noted in—of contents .. .. .	204
—of process fees chargeable in High Court .. .. .	267

**Table(s)—concl'd.**

Page.

—of process fees chargeable in other courts .. ..	268
—of searching fees and charges for copies .. ..	247
—of fees for Commissioners .. ..	285
—in English and vernacular of fees chargeable for processes to be hung up in court house .. ..	273
—of ferries and tolls .. ..	283
—of fees for pleaders appointed as guardians <i>ad litem</i> of minors ..	288-289

**Tabriz—**

Time allowed in serving process at— .. ..	25
---	----

**Tamadi—**

Sittings of courts and presentation of plaints on—day .. ..	1, 3
Filing and registration of plaints filed on—day .. ..	13, 14

**Telegram—**

Judicial orders of High Court not communicated by— .. ..	41
Mode of address of—sent to High Court .. ..	423
—granting casual leave to be at the expenses of the officer concerned ..	432

**Theodelite survey—**

Pleaders who know—to be listed as Class I in Panel I .. ..	96
—of alluvial land under the Bengal Alluvial Lands Act .. ..	19

**Tientsin—**

Time allowed in serving a process at— .. ..	25
---	----

**Transfer—**

Cases when to be treated as received or disposed of by— .. ..	352, 353
Applications for—decrees not to appear in returns .. ..	352
—of ministerial officers, when to be made .. ..	403
—of charge in any civil court to be reported to High Court .. ..	425
Applications for—by Judicial Officers to be submitted through District Judge .. ..	426
—of officers at their own request does not entitle travelling allowances ..	426
Principles on which—of cases to the temporary courts or from one permanent court to another to be made .. ..	430-431
—of officers at their own request and travelling allowance .. ..	426

**Translation—**

—of Letters of Request and of all accompanying documents to accompany Letters of Request .. ..	90
Fees for—of a document by High Court Translator .. ..	254

**Transmission—**

—of decree to another court .. ..	81
<i>See</i> , "Decree."	
—of record. <i>See</i> , "Record", "Requisition"	

	Page.
<b>Travelling allowance—</b>	
—to witnesses. <i>See</i> , "Witness", "Allowance"	
—to process serving peons .. .. .	18
No—to officers transferred at their own request .. .. .	426
<b>Treasury(ies)—</b>	
<i>See</i> , Accounts.	
Repayments of certain deposits to be made through— .. .. .	361
Remittance of cash balance to— .. .. .	301
Chalans to be signed by whom, if money be paid at the— .. .. .	306
Daily Advice Lists issued by court to— .. .. .	314
Account keeping in courts near— .. .. .	317
Account keeping in courts not near— .. .. .	319
Remittances to and from—to be entered in—Pass Book .. .. .	317
Cash to be remitted to— .. .. .	319-320
Periodical remittances to the— .. .. .	319-320
Adjustment of accounts with— .. .. .	320
Rules regarding remittances to the— .. .. .	320-323
Remittances to the—to be made under peon or police custody in certain localities .. .. .	320
Daily Advice Lists from— .. .. .	321
<b>Treasury Pass Book—</b>	
—in Form No. (A) 17 .. .. .	317
Remittances to and from the Treasury to be entered in— .. .. .	317
Verification of—by Judge in charge .. .. .	319-320
<b>Trial—</b>	
—of cases from day to day and throughout the day .. .. .	50
—includes hearing of arguments .. .. .	50
Preparation for— .. .. .	51
<b>Tripura—</b>	
Service of processes in—State .. .. .	33
<b>Typewriter(s)—</b>	
Use of—by Judges recommended .. .. .	49
In making new appointments preference to be given to typists providing their own— .. .. .	263
Old—to be replaced by new ones .. .. .	265
<b>Typewritten—</b>	
Pleadings, applications, affidavits, etc., preferably to be— .. .. .	3
<b>Typist(s)—</b>	
<i>See</i> , Copyists and Typists.	
—proficient in English and vernacular typing and providing their machines to be given preference in making appointments .. .. .	263
—only to be appointed, in making new appointments .. .. .	263

**Uganda—**

Page.

Service of process in— .. .. .	25
--------------------------------	----

**United States of America—**

Commissions to issue to courts in—for taking evidence for British Indian courts .. .. .	89, 92
Deposit of one hundred dollars to be made in respect of Commissions to— .. .. .	92
Disposal of property of the subjects of—dying intestate .. .. .	164

**Upset price—**

Fixing of—before leave to bid at sales is given .. .. .	74
---	----

**Vacation—**

Applications for—leave of subordinate Judicial officers .. .. .	426
Casual leave not to be combined with— .. .. .	432

**Vakil—**See, "Advocate", "Pleader", "Legal Practitioner".

**Vakalatnama(s)—**

Sheristadar to see if—properly accepted .. .. .	15
Decretal amount not to be taken by pleader unless expressly authorised by— .. .. .	66
Government pleader not to file—in Government cases .. .. .	101
Rules regarding— .. .. .	385-387
—to be properly executed .. .. .	385-387
—not to be verified on oath .. .. .	385
Responsibility of pleaders for correct execution of— .. .. .	385
Advocates and Vakils practising in the High Court to note on their—the names of persons from whom—received .. .. .	385
Appointment of a mukhtar not to be made by—executed in favour of a pleader .. .. .	385
No advocate, vakil or pleader to act or plead without filing a— .. .. .	385
How—to be endorsed when party illiterate .. .. .	385
Responsibility of Advocates and pleaders in accepting— .. .. .	385-386
Particulars to be endorsed by pleader on back of— .. .. .	386
—not to be transferred by a pleader's registered clerk .. .. .	387
No party to be heard in person unless he withdraws— .. .. .	387
Extent of authority of—filed by pleaders .. .. .	387
When no fresh—filed in execution cases, the party to make a verified statement that the pleader concerned acted in the original suit .. .. .	387
Withdrawal of money in execution proceedings not allowed unless—contains special clause enabling advocate, vakil or pleader to do so .. .. .	387

**Valuation—**

Plaint to show how—calculated .. .. .	8
Procedure in cases of manifest undervaluation .. .. .	8
—for purposes of jurisdiction and for payment of court-fee to be separately shown .. .. .	105

	Page.
<b>Value(s)—</b>	
Court-fee to be calculated on reduced—when suits valued above Rs. 50 are decreed in part .. .. .	61
No retrospective demand of court-fee on added claim raising—of cases above Rs. 50 .. .. .	156
—of suits to be expressed in rupees only for statistical purposes ..	346
<b>Verification—</b>	
All pleadings, memoranda of appeals, original petitions, affidavits etc., to be verified where—is necessary .. .. .	6
Petitions requiring judicial determination to be verified .. .. .	6
—of service of processes .. .. .	22
—of application for order of sale under B.T. Act .. .. .	69
—of service by chaukidars and dafadars .. .. .	20
—of service of processes by nazir .. .. .	29
<b>Vernacular—</b>	
Counting of —words to compute copying charges .. .. .	251
Use of—words in English judgments .. .. .	51
<b>Waiver—</b>	
—of fresh sale proclamation .. .. .	73
<b>Wards—</b>	
Applications for payment of deposits in favour of—estates, how to be dealt with and deposits how paid .. .. . 300-301, 310,	312-13
<b>Warrant(s)—</b>	
Fees for issue of—of arrest .. .. .	269
Particulars to be noted in—of committal .. .. .	79
Instruction when person arrested under—is ill .. .. .	79
—not to be signed by ministerial officers .. .. .	66
—that may be executed by special peons .. .. .	29
Computation of— .. .. .	400,401
Execution of—for arrest and attachment .. .. .	28, 29
<b>Will(s)—</b>	
The Bengal—and Intestacy Regulation Procedure to be observed in cases under .. .. .	163
Rules relating to the preservation and inspection of— .. .. .	165-66
Custody of— .. .. .	165, 166
• Fees for inspection of— .. .. .	167
Preservation of wills of which probates are not granted .. .. .	167
Applications for copies and inspection of—to be entered in the Register of applications for copies .. .. .	345
<b>Withdrawal—</b>	
Instructions regarding—of suits .. .. .	104

**Witness(es)—**

Page.

Number of—examined in each case to be shown in the Diary ..	3
—to be examined in open court .. .. .	11
List of—with full particulars to be filed .. .. .	18
Fees for service of summons on—to be deposited .. .. .	18
Attendance of—to be noted in the order sheet .. .. .	41
List of—in attendance to be filed .. .. .	50
—may be examined, if not entered in the list .. .. .	50
No expenses allowed to a—if not entered in the list and not examined ..	50
Names of—to be mentioned in the judgment .. .. .	51-52
Commission to examine— .. .. .	83-88
Examination of—resident beyond the local limits of court's jurisdiction ..	87
Examination of pardanashin— .. .. .	87, 88
No process fee chargeable for summons on—served by parties ..	269
Postage stamps not to be received in payment of travelling and other expenses of—, but in cash .. .. .	282, 298
Rates of subsistence and travelling allowances of— .. .. .	282-284
Classification of— .. .. .	282
Expenses of—engaged in a trade or profession .. .. .	283
Expenses of Government servants summoned as— .. .. .	283-84
Expenses of Finger Print Experts summoned as— .. .. .	284
Expenses of Government Examiner of Questioned Documents as— ..	284
Fee for examination of—on commission .. .. .	285
Expenses of Government servants summoned as—in official capacity, how to be dealt with .. .. .	299
Manner of saluting a court by a police officer when appearing as— ..	428

**Workmen's compensation—**

Procedure regarding— .. .. .	192
------------------------------	-----

**Write—**

—of commission to examine a witness .. .. .	88
---	----

**Written statements—***See, Pleadings.*

Copy of—to be served on the other party before filing it .. .. .	8
—in contested original suits .. .. .	8
—when to be filed .. .. .	8
Filing of—and appearance of defendant .. .. .	15
Leave to file—in cases under the Bengal Tenancy Act .. .. .	*156
A party ordered to file—not entitled to inspect or take a copy of—filed by another party .. .. .	245

**Year—**

—defined for purposes of Account Rules .. .. .	301
--	-----



■  
■

*Index to Addenda and Corrigenda Slips.*

<b>List Number.</b>	<b>Serial number of correction slip.</b>	<b>Date of receipt.</b>	<b>Pages affected by each slip.</b>
<i>Circular order no 2 of 1898</i>	1		198
<i>no 3 "</i>	2		447, 448, 449
<i>no 4 "</i>	3		391
<i>no 5 "</i>	4		77
<i>no 6 "</i>	5		298
<i>no 20 "</i>	6		376
<i>no 21 "</i>	7		350
<i>no 22 "</i>	8		289

*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.

*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.



*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	<del>Pages</del> affected by each slip.

*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.

*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.



*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.

*Index to Addenda and Corrigenda Slips.*

Index Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.



*Index to Addenda and Corrigenda Slips.*

Last Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.

*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.

*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.



*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.



*Index to Addenda and Corrigenda Slips.*

List Number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.

*Index to Addenda and Corrigenda Slips.*

List Number	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.



*Index to Addenda and Corrigenda Slips.*

Slip number.	Serial number of correction slip.	Date of receipt.	Pages affected by each slip.







